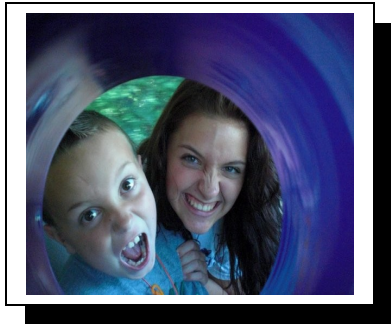


The Core Guide to bringing a group to Mountain T.O.P.'s Youth Summer Ministry



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.

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.

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Welcome Youth Leader!

Meaningful service begins with training the heart. - Robert Schnase

Each year I sit down to write this letter and wonder how many people actually have the time to take on the project of preparing for Mountain T.O.P. With all that we have to do both in our day-to-day lives and in all of our activities with youth, it becomes harder and harder to follow our good intentions. So, thank you for taking the time to read this letter and begin the process of preparing your group for their experience at MTOP. We know that this is a huge task, and we appreciate your efforts. Your group will be joining others from all over the country in the unique experience of being salt and light to the people of the Cumberland Mountains of Tennessee.

Here at MTOP, we are passionate about providing you with resources for your group to be prepared to come to camp. There are a lot of things unique to a MTOP camp, which allow us to focus on service in a Christian community. However, I am convinced that the most important thing you can do to prepare for your trip is to prepare your hearts: through things like meaningful worships, prayer time, reading scripture together, practicing fellowship, and studying the example of Jesus. With that said, here are a few notes to get you started:

Changes to the preparation materials - We are no longer requiring you to bring Community Tools, though we can always use donations of these tools. Also, make sure you are familiar with our payments and deadlines, which have changed from last year.

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 time-line checklist, medical forms, tool requirements, etc.

The New Group Guide – This document is helpful if your group is new to MTOP or if it has been a few years since the church's last participation.

Other Available Resources – Here you will find such things as hints for seeking support from the congregation, parent packets, regional maps, suggested retreat formats, etc. Make sure you check out all of the resources we provide!

I am blessed to work with you, truly blessed. My job is to do what I can to help you. I only have two expectations of you: that you communicate well with me as the spring progresses and that you put quality time into preparing your group. Please do not hesitate to contact me with anything you may need; I am available through email or by phone.

peace,
Julie Duncan – Program Manager
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

Day Camp Overview (if applicable)

Expectations for Participation

Appropriate Behavior Guidelines (18 years & older)

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
- You may want to print off the youth and adult packets before the meeting, so they all can have the resources they need. These will be found with the Available Resources. At a minimum, you need to give them copies of the Participation Forms and the What to Bring list.
- It works really well to fit this all into a retreat time. We have a suggested retreat format with multiple choices for activities and resources available at our website.

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.

Jan – Mid March

- Review preparation materials. Please note that we are making final changes and will notify you when there is new or different material.
- Schedule a time for your training session(s) or retreat.
- Schedule fundraisers.

Mid March

- Plan session(s) or retreat for your training. The training should create a sense of team building and purpose in mission.

Late March

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

Beginning of April

- Start collecting van bucket tools. NOTE: A good way to involve your congregation is to ask them to borrow tools.

Mid April

- Start securing the proper amount of vehicles.

Late April

- Collect money for final payment, which is due May 7th*
- 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

- Make sure tools are collected.
- Collect, make copies and organize med forms by the guidelines given

*Please make sure you meet ALL payment deadlines as outlined on your application. Late fees apply to you last payment:

- *If the final payment is postmarked after May 7th, a late fee of \$15.00 per person will result, no exceptions.*
- *If the group cancels or the size drops after final payment, the group is financially responsible for the \$375/325 fee for 100% of total participants confirmed on or before May 7th.*
- *Assuming the May 7th payment deadline has been met, there will be no fee for any additions. Please clear this through the office before you make any additions to your group after the final payment.*

The Week at A Glance

ARRIVE ON SUNDAY MORNING

8:30am	Gates Open
9:00am	Registration, unload and move-in
10:15	Adult Meeting with the Director
11:15	Orientation: What is this week going to look like?
12:00pm	Lunch
1:30	Worship Field and Program Orientation Major Group Division YRG Division
6:00	Dinner YRG Development Time Community Moment
10:00	Lights Out

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 <i>Work, work, work</i>
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

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 <i>Work, work, work</i>
4:30pm	Return to camp unload tools/coolers
6:00	Dinner
7:00	*Evening Community Program (for every- one) Recreation Sharing Worship

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 youth 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 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...”

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.

- 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 - 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.
- Adult Self-Screening Forms - All adults ages 18 and over need to have completed a satisfactory background check before they arrive at camp. If a background check has not been performed in the last 3 years then one is completed by Mountain T.O.P. at their expense. Adult Self-Screening Forms are kept in the Mountain T.O.P. office.

- 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. Also, we want to be sensitive to one another's musical tastes. The use of these items in camp is strongly discouraged for the same reasons.
- 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.

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.

Vehicle Requirements

It is your responsibility to provide adequate transportation for the week. At a minimum, we ask you to provide:

- 1 vehicle for every 7 participants in your group.
- Each vehicle you drive during the camp week must have 7 seatbelts for Service Project or 12 seatbelts for Day Camp.
- Each vehicle used during the week must have a first aid kit.

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 seven people, at a minimum.

Day Camp

The required vehicle is one 12-passenger van per every seven participants. This allows five YRG members to pick up 5-7 children from the county every day for camp. If you have to rent a 12-passenger van in order to participate in the day camp program, we may be able to offer you a rebate. Our funds are dependent on a local grant. Make this request on Sunday when you arrive to camp, and if the funds are available we will have the rebate check for you by the time you leave on Saturday.

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

Sterile Gauze Pads

Antibiotic Ointment

Hydrogen Peroxide

Rubbing Alcohol

Cotton Swabs

Scissors

Motion Sickness Medicine

Adhesive Tape

Ace Bandage

Tweezers

Anti-itch Cream

Non-aspirin Pain Reliever

Cold Medication

Antihistamine pills

Small Ziploc Bags (2)

Desired Items

Thermometer

Laxative

Throat Lozenges

Anti-Diarrhea

Heartburn/Gas

Topical Ointment

Other Medication(s)

Muscle Pain Reliever

Tool Requirements

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	For driving nails/Clean-up
Bug Repellent	1	
Bucket (extra) with lid	1	5 gal
Carpenter's Levels	1 of each	4 ft & Line level
Chalk Line	1	With chalk
Cooler – Water	1	5 gallon
Cooler-Ice Chest	1	48 qt for lunch each day
Drill-cordless	1	With driver & bit set
Drill-corded	1	With driver & bit set
Drop Cloth	2	For painting
Electric Adapter	2	2 prong to 3 prong
Extension Cord	1	50' +
First Aid Kit	1	See list for requirements
Hammer	7	16 oz +
Hand Sanitizer	1	Medium sized bottle
Hand Wipes	1	
Measuring Tape	2	16' +
Paint Brush - Wide	4	
Paint Brush - Thin	3	
Paint Roller	3	
Paint Roller Pad	6	
Paint Scraper	5	Wide & thin
Paint Tray	3	
Pliers	1	
Putty Knives	3	
Rags	10	Bring them clean
Rope/Ratchet strap	At least 2	To tie 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	3	
Socket Wrench Set	1	Optional
Square, or Speed Square	2	

Sunscreen	2	Bottle/Can
Trash Bags	1	box
Tin Snips	1	
Utility Knife	1	
Wasp/Bee Spray	2	
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. The day is here! Our Tool Process used to read, “one day, groups will only need to bring van buckets.” Because of the generosity of many of our participants, **2012 will be the first summer that YSM campers do not have to bring Community Tools!** Thank you for making this dream a reality.
2. **Van Buckets are still required** and will be checked by your Field Manager when you arrive at camp. Planned projects cannot be accomplished without the appropriate tools. Van bucket lists are compiled based on years of experience. As a minimum, please bring all the tools requested. Feel free to bring any extra tools! *Any church who donates their van buckets will not have to bring them again.* Our goal is that one day we will have a supply of van buckets in our tool shed so that churches will no longer have to bring them.
3. Mountain T.O.P. is in constant need of updating our Community Tool Shed Tools that we make available to all YRGs throughout the summer as well as using during other MTOP programs. We are providing this list (our entire tool shed stock) as a guide for you to know what is going to be provided as well as to let you know **what you can donate**. Much of our tool shed was stocked by church groups leaving their tools with us. We would appreciate your help with keeping our tool sheds stocked and our tools in good working order.

Community Tool Shed Tools

TOOL	SPECS
Axe	Double headed if possible
Bucket with lid	5 gal, for mixing paint
Hatchet	
Hedge Clipper	
Hoe	
Hoe – Grubbing	
Ladder – Extension	20ft.
Ladder – Step	
Mattock	
Pencil Point Bar	Sounding rod/Spud bar
Pick	
Post Hole Digger	Quality
Pruner – Hand	
Pruning Shears	
Pruning Saw	
Rake – Gravel	
Rake – Leaf	
Shovel – Flat	
Shovel – Spade	
Sledge Hammer	10lb.+
Swing blade	

Trowels	Any type
Wheel barrow	

4. 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. Mountain T.O.P. tools are marked BLACK.
5. We are providing tool colors for your convenience. The key to getting tools back to their owners is proper identification. This means clearly color-coding the tools in your Van Buckets so that they do not mix with Mountain T.O.P. tools. It is also a good idea to put church names on the tools. This makes separation easier at camp and 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. We suggest these options for color-coding tools: colored tape, spray paint, paint with brush.
6. 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.

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

Optional:

- Portable camp chair for more comfortable seating than the ground offers
- Fan (might need small extension cord for it)
- 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.***

Statement of Activities and Release Form

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 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 sus-

pected 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.

Mountain T.O.P. Participant Skills Sheet

(Note: For YSM participants, only ADULTS need to fill out this form.)

Name: _____

Church/School: _____

Dates attending camp: _____ Camp: BM CP MM

It is important to know that construction skill is never a prerequisite for participation at Mountain T.O.P. We simply have a very wide range of physical needs to meet, and we want to match you/ your group with the most appropriate project to ensure a quality experience for you and the family you will be working with. Please honestly rate your skill/experience in the following areas. If there are multiple options beside a skill, circle all that apply.

- H = High – Professional: Been paid for it**
- M = Medium - Could do it alone with little or no supervision**
- L = Low – Would need direct supervision at beginning**
- Z = Zero – Never even heard of it**

Rough Framing	H	M	L	Z	Finish Carpentry (Trim)	H	M	L	Z
					(Cabinets)				
Plumbing	H	M	L	Z	Electrical (Rough-in)	H	M	L	Z
					(Trim out)				
Drywall (Hanging)	H	M	L	Z	Door Installation	H	M	L	Z
(Finishing)					Window Installation	H	M	L	Z
Roofing (Shingle)	H	M	L	Z	Flooring (Hardwood)	H	M	L	Z
(Metal)					(Laminate-snap together)				
Siding (Lap Board)	H	M	L	Z	(Vinyl - Linoleum)				
(T-111)					Yard work	H	M	L	Z
(Vinyl)					Painting	H	M	L	Z

Other skills not listed above: _____

Are you comfortable using power tools? _____

Will you be bringing any specialty tools? (air nailers, miter/table saw, drywall tools, etc.) _____

Which type of project would be most rewarding for you? (Painting, yardwork, construction, other) _____

Directions to Camp

We have two camp facilities; Camp Cumberland Pines and Camp Baker Mountain. Our year-round office is located at Camp Cumberland Pines. *Unfortunately, our mailing addresses are not found by most internet map searches.*

Using internet mapping software

If you use www.mapquest.com, you can find directions to the closest intersection:

Baker Mountain - (GPS coordinates are: N35°.42.575' W085°.32.200')

instead of a street address enter: Baker Mountain Rd & D Slation Rd

Then fill in: Spencer, TN 38585

- D Slation Rd is the old name for Mountain T.O.P. Rd. Sometimes the green "Mountain T.O.P. Rd" road sign goes missing. At this intersection, there is a white Mountain T.O.P. sign indicating our driveway.

Cumberland Pines - (GPS Coordinates are N35°.24.551' W085°.42.109')

instead of a street address enter: Old State Hwy 56 & State Hwy 56

Then fill in: Altamont, TN 37301

- This intersection is across from the elementary school and there is a yellow blinking light hanging above the road. From there, you need to drive 0.9 mile southeast (away from Altamont). Turn RIGHT at the white Mountain T.O.P. sign. Drive 0.4 mile and turn RIGHT into the camp entrance at the small white Mountain T.O.P. arrow under the mailbox, indicating our driveway.

Our turn-by-turn directions

Camp Cumberland Pines - (GPS Coordinates are N35°.24.551' W085°.42.109')

From Nashville: I-24 East (estimated driving time = 1 hour and 45 minutes)

- Follow I-24 East out of Nashville towards Chattanooga - approximately 1 hour and 20 minutes
- Get off at exit 127, the Pelham exit and turn LEFT, back over the interstate on Highway 50 toward Altamont – follow up mountain about 18 miles
- Highway 50 dead ends into Highway 56 in Altamont (you will see Corner Market on your right).
- Turn RIGHT toward Coalmont and Tracy City – follow for 2.4 miles
- Turn RIGHT at the white Mountain T.O.P. sign (There is also a sign for "Cumberland Heights SDA church") – follow for 0.4 miles
- Turn RIGHT at the white Mountain T.O.P. arrow below the mailbox, which indicates the entrance for camp!

From Chattanooga: I-24 West (estimated driving time = 1 hour and 20 minutes)

- Follow I-24 West out of Chattanooga towards Nashville - approximately 45 minutes
- Get off at exit 135, the Monteagle/ Tracy City exit and turn RIGHT – follow 0.5 mile
- Turn RIGHT at the “South Cumberland Recreation Center” sign which is Highway 41 - follow highway 41 to Tracy City – follow 5.5 miles
- Turn LEFT onto Highway 56 (it is at the first stop light in Tracy City) toward Coalmont and Altamont – follow 10 miles
- Go straight through intersection with 108 (L & L Market will be on the left) - follow 2.3 miles
- Turn LEFT at the white Mountain T.O.P. sign (There is also a sign for “Cumberland Heights SDA church”) – follow for 0.4 miles
- Turn RIGHT at the white Mountain T.O.P. arrow below the mailbox, which indicates the entrance for camp!

From Knoxville: I-40 West (estimated driving time = 3 hours)

- Follow I-40 West out of Knoxville, towards Nashville – approximately 1.5 hours
- Get off at exit 288, the Livingston/ Sparta exit and turn LEFT onto 111 south – follow 19 miles
- Veer RIGHT onto 70S West after you pass through Sparta – follow 17 miles
- Turn LEFT onto 127 – follow 6 miles
- Turn LEFT onto 56 – follow 24 miles into Altamont
- Go straight through the intersection of 56, 108 and 50 – follow 2.4 miles
- Turn RIGHT at the white Mountain T.O.P. sign (There is also a sign for “Cumberland Heights SDA church”) – follow for 0.4 miles
- Turn RIGHT at the white Mountain T.O.P. arrow below the mailbox, which indicates the entrance for camp!

Camp Baker Mountain - (GPS coordinates are: N35°.42.575' W085°.32.200')

From Nashville: I-24 East (estimated driving time 1 hour and 45 minutes)

- Follow I-24 East out of Nashville – follow approximately 1 hour
- Get off at exit 111 and turn RIGHT onto 55 east – follow 23 miles
- Stay on 55 and it will turn into 70S east – follow 6 miles
- Veer RIGHT onto 30 east – follow 9 miles
- Pass the small white market that used to be a gas station at Bone Cave Rd on your left – follow 1 mile
- Turn RIGHT onto Baker Mountain Rd (it sneaks up on you, but look for the yellow road sign indicating that there is an upcoming road) – follow 2.5 miles
- Turn LEFT onto Mountain T.O.P. Rd at the white Mountain T.O.P. sign (if you start going back down the mountain, you've gone too far) – follow 0.3 mile
- The paved road will run you into the center of camp!

From Chattanooga: Highway 27 North (estimated driving time = 1 hour and 20 minutes)

- Follow Highway 27 north out of Chattanooga – follow approximately 20 miles
- Veer LEFT to merge onto Highway 111 north – follow 37 miles
- Turn LEFT at the intersection with 284 (there will be a yellow blinking light above, a BP gas station on the right and signs for Fall Creek Falls) – follow 7.5 miles
- Turn RIGHT onto Mountain T.O.P. Rd at the white Mountain T.O.P. sign (if you start going back down the mountain, you've gone too far) – follow 0.3 mile
- The paved road will run in to the center of camp!

From Knoxville: I-40 West (estimated driving time = 2 hours and 15 minutes)

- Follow I-40 West out of Knoxville, towards Nashville – approximately 1.5 hours
- Get off at exit 288, the Livingston/ Sparta exit and turn LEFT onto 111 south – follow 37 miles
- Turn RIGHT at the intersection with 284 (there will be a yellow blinking light above, a BP gas station on the left and signs for Fall Creek Falls) – follow 7.5 miles
- Turn RIGHT onto Mountain T.O.P. Rd at the white Mountain T.O.P. sign (if you start going back down the mountain, you've gone too far) – follow 0.3 mile
- The paved road will run in to the center of camp!