

Mountain T.O.P.

Contact Person Resource Guide

Spring 2019



Mountain T.O.P.
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Greetings, Contact Person!

Welcome to the guide with (nearly) all the resources you'll need to prepare a successful trip to Mountain T.O.P.! We are thrilled that you have decided to follow Jesus to the Cumberland Plateau and serve with us. It is certainly no small task to organize a mission trip for a group of youth and adults, so it with abounding gratitude that I extend my appreciation for the work you will be investing into this trip and, ultimately, the kingdom of God.

If you have not already, I highly suggest reviewing the [2019 Registration Packet](#). The registration packet introduces a few very important changes to our programs. This particular resource guide includes a preparation timeline, vehicle and tool information, packing list, and participant medical forms.

Training is so important to a successful mission experience. Groups who are prepared and trained have much better experiences in camp. This isn't simply because they know what to expect, but they have a better understanding about **why** and **how** Mountain T.O.P. does what we do. Sure the *what* is important but having a grasp on the *why* and the *how* will significantly shape the frame of mind and heart that participants arrive with. Furthermore, we **honor those we are serving** when we choose to invest in learning who they are, what their context is, and what assets they bring to the table.

Communication will make this process so much smoother. If you have any questions, please contact me. Choose your method—phone or email—and let's talk about any questions or concerns you have. I am here to serve you in any way I can.

One thing I want to leave you with: in the midst of payments and paperwork, I ask that you to **surround this process with prayer**. I encourage you to pray for the hearts of your team members to be transformed by the grace and goodness of Jesus, that you will arrive with teachable hearts and open minds, and that that families of the Cumberland Plateau will be positively impacted by their interactions with Mountain T.O.P.

Welcome to the adventure that is Mountain T.O.P. We are looking forward to seeing you in camp this spring! It is by the grace of God that we are able to serve in the ways we do, and we are grateful that you have chosen to be part of this life-transforming ministry!

With courage,

Rachael Osborn
Senior Program Manager: Ministry Logistics
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The Foundations of Mountain T.O.P.

Foundational Objective

Through Christian community and faith-based relationships, we help meet the physical, spiritual, social, and emotional needs of all the people we encounter.

We see all four needs as equally important. Through home repairs and day camps, Mountain T.O.P. seeks to meet these needs. We serve in partnership with other agencies, churches, governments, business, and leaders to help develop the communities in which we work.

Mountain T.O.P.'s 5 Focus Areas

- *Eliminating Substandard Housing:* to provide direct services and organizational support that addresses severe housing issues in our service area.
- *Leadership:* to foster growth among staff, participants, donors and the community.
- *Community Development:* to engage in solutions with community partners for holistic and sustainable community growth.
- *Education:* to provide and support opportunities for lifelong learning and personal growth for all ages.
- *Health:* to promote lifestyles that support healthy choices

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 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, serving 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

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 Matthew 28:19. In the 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 people's 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..."

Special Characteristics of SBO

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

Group Morning Devotional

To be intentional about our time with God while at Mountain T.O.P., we provide participants with the opportunity to begin their day with the Lord. Group morning devotional time is for participants within the camp community to lead the conversation to start the day focused on the Lord. The Mountain T.O.P. staff will provide the theme for the day and it is up to those leading this time what takes place during this time.

Ministry Production Team (MPT)

We call the group you will be working in Ministry Production Teams (MPTs). Depending on your preference, you can form your own MPTs within your group or you can mix with other groups in camp. Either way, we encourage MPTs to be a balance of gender, age, experience, and geographic location. We also encourage MPTs of people who don't know each other very well so that the group becomes a place where expectations and norms from familiar relationships are laid aside. As an MPT, you will work on a wide variety of projects including roofing, floor repair, interior and exterior finish work, porch building, wheelchair ramp building etc. All members of the MPT are responsible for team development, growth and stewardship of materials.

Community Evening Programs

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. On Wednesdays, the Mountain T.O.P. will take groups to a local church service as a way to experience a different context of worship and interact with our community more.

Fish hook 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.

Closing Circle

This celebration is designed to reconnect participants with their own groups and to challenge each group 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.

Preparation Timeline

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. Preparation—of logistics and of heart—is vital.

December

- Make plans to meet payment deadlines as listed in the [Registration Guide](#).

January

- First payment is due
- Second payment invoice is sent out
- Plan sessions or a retreat for team training. Training is important for team building and uniting in a common mission.
- Start securing vehicles and make reservations for rentals if needed.
- Finalize roster

by February 15

- Confirm all trip logistics with Rachael
- Submit final payment and the following paperwork, due February 15
 - Complete electronic Roster and email to Rachael
 - Ensure ALL adults (18+) have completed Adult Self-Screening form and a copy of their background check to the MTOP office

A few weeks before departure

- Consider lodging arrangements to and from camp, if needed.
- If possible, collect personal tools to bring with you.
- Collect, make copies and organize participation forms by the guidelines given
 - TWO copies of medical forms/statement of release forms should be brought to camp for every participant

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 seat belts.
- Each vehicle used during the week must have a first aid kit.

**Vehicle with roof rack is recommended, but not required.

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.

First Aid Kit Requirements	
Band-Aids – variety of sizes	Aspirin
Medical/athletic tape	Hydrocortisone cream
Alcohol wipes/bottled alcohol	Throat lozenge or cough drops
Antibiotic ointment	Aloe
Gauze	Sunscreen
Cotton swabs	Hand Sanitizer
Latex gloves	Medicated Powder
Scissors	Thermometer
Tweezers	Anti-Motion sickness
Ziploc Baggies – just a few	Kleenex
Antacid	Laxative
Decongestant or allergy relief	Poison ivy cleanser
Anti-diarrhea	Bug Spray
Benadryl	Lice Treatment
Ibuprofen	Clear Nail Polish
Tylenol	Ear Plugs

Tool Recommendation

Recommended tools for each person:

- 1 good hammer (16oz. +)
- 1 pair of work gloves
- 1 pair of safety glasses/goggles
- 1 paint brush (try to bring a variety of sizes)

Feel free to bring these tools as able:

- Tape measures
- Circular saw
- Extension cords
- Carpenter's squares
- Speed squares
- Battery operated drills, with bits if possible
- Reciprocating saw
- Pneumatic framing nailer
- Carpenter's pencils

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.

Adult Self-Screening Forms

All adults ages 18 and over need to have completed a satisfactory and current (within the last 3 years) background check before they arrive at camp. Background checks can be run by the participant's church or by Mountain T.O.P. for \$10/check. **A copy of the Adult Self-Screening form and a copy of the background check must be submitted to the Mountain T.O.P. office at the time of final payment.**

Dress Code

The dress code applies to all genders. 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.

- **During the work day:** For safety reasons, participants are to wear long pants (**no** leggings or yoga pants), closed-toe and hard-sole shoes and shirts with at least short sleeves during the workday. Scrubs are allowed. Appropriate shorts are fine at camp in the evening.
- The Mountain T.O.P. staff relies on adults from within the group to monitor the dress code of their participants. If necessary, the staff will assist in addressing the situation.

Electronic Devices & Social Media

We discourage the use of electronic devices as they can become a barrier in the spiritual practice of building community; however, adults are encouraged to have a cell phone with them during the day in case of emergencies and to communicate with the camp staff. Devices are not to be used during any programming events, but can be used appropriately during free time. It is the discretion of the church to withhold participant's cell phones during their time at Mountain T.O.P. Adults should never interact with youth on social media without the permission of the parents.

Tobacco

The use of tobacco is discouraged and prohibited in some cases due to camp regulations, sensitivity and fire hazards. Anyone under the age of 18 is prohibited from smoking, using, or possessing tobacco in any form—including vaping and electronic cigarettes. 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.

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 participants' expense.

Fireworks

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

Abuse Tolerance

Mountain T.O.P. has a zero tolerance for abuse. It is the responsibility of every adult participant to act in the best interest of youth at all times. In the event any participant observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, "grooming," etc.) or suspected abuse (physical, emotional, sexual, or virtual) it is the responsibility of each such participant to immediately report their observations to the Mountain T.O.P. staff.

Reporting Suspicious or Inappropriate Behaviors

Mountain T.O.P. is committed to providing a safe, secure environment for minors and intends to create and foster a culture of communication, reporting safety concerns, or policy violations. Any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with Mountain T.O.P. policies and state law, to Department of Children's Services and/or other appropriate agencies.

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

What to Bring

Must Haves:

- Work clothes & shoes for one week (see Special Notes for specifics)
- 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
- Bible
- Pen / pencil
- Watch (so you can be on time)
- Water bottle

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
 - Long pants (NO leggings or yoga pants), closed-toe, hard-sole shoes or work boots 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, electronics, 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.

Week-at-a-Glance

Sunday

4:00 pm Gates Open – Registration begins, unload and move-in

6:00 pm Dinner

After Dinner: Camp Orientation
Worship
MPT (Ministry Production Team) Breakdown
Fellowship

**Sunday evening activities may vary depending on participant groups planned trip

Monday - Thursday

7:30 am Group Morning Devotion

8:00 am Breakfast

8:30 am MPT's gather and leave for work in camp or in community

~12:00 pm Lunch (provided in camp or taken to worksite)

~4:30 pm Arrive back at camp or find a stopping point if in camp

6:00 pm Dinner

7:30 pm Community Life - schedule may vary slightly each night but will always consist of worship, sharing and the opportunity to fellowship as a community. We will try to attend a community church on Wednesday night.

**Evening activities may vary depending on participant groups planned trip

FRIDAY

7:30 am Group Morning Devotion

8:00 am Breakfast

8:30 am Camp evaluation, clean up, closing circle and departure

Medical Information Form

Last Name _____ First _____ MI _____

Address _____ City _____ St _____ Zip _____

Phone _____ Occupation _____

*Social Security Number _____ Date of Birth _____

Group _____ Group City, State _____

Personal Physician _____ Phone _____

*Insurance Company _____ *Phone _____

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

In case of emergency contact:

Name _____ Relationship _____

Primary Phone: _____ Alternative Phone: _____

Name _____ Relationship _____

Primary Phone: _____ Alternative Phone: _____

Medication(s) you cannot take _____

Medication you are currently taking _____

These medications are to be administered by (circle one): Self / 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. All 3 pages must be FULLY completed and kept in the vehicle in which you are travelling at all times.**

Statement of Activities & Release Form

Mountain T.O.P. is a Christian Service ministry with 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) home repair projects as need determines and are within the capability of the volunteer service team. These activities may include the use of hand tools and the handling of materials and supplies. Power tools will only be used 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.

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. Examples of unacceptable behavior include sneaking out after lights out, violating the tobacco policy, abuse or harassment, 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.

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:

Contact Person (Print full name): _____

and

MTOC 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 acknowledgment 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)

Please circle one:

I give permission to release this information to adult drivers and camp staff in order to ensure my/my youth's health issues are properly addressed. **YES / NO**

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

****Form must be completed and background check administered for ALL participants 18 & older***

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 _____

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 read and now understand the contents of the Expectations for Participation (pages 12-13)? **Yes** **No**

If you answered YES to questions #1 and/or #2, please fully explain on back of form.

If you answered YES to #3, what was the date of your background check: _____ 1

Your check MUST be submitted to the MTOP Office at time of final payment.

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 for \$10.

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.

Signature _____ Date _____

Contact Person Signature _____ Date _____

Senior Pastor Signature _____ Date _____