

Adults In Ministry Core Guide





Greetings!

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 serve with us. I want to acknowledge that it may be quite a sacrifice for you to join us in service, and for that we thank you. I assure you that your time on the Mountain will have an eternal significance and we look forward to being part of your spiritual journey. If ever you have questions about your trip, don't hesitate to reach out to us!

This packet contains a plethora of helpful information, not just about the week of service, but about Mountain T.O.P. as a whole and how we operate. **Please, take some time to prepare yourself**—and I'm not just talking about solidifying your travel plans or payments. I encourage you to read about our community, why Mountain T.O.P. does what we do. Spend time in prayer and in the Word as you prepare your heart for service. Our website (mountain-top.org) also has several insightful resources. As a partnership ministry, we consider your commitment to being prepared as part of your contribution to the mission. Whether you are an old-time veteran or brand new to us, we can say with confidence that preparations will pay dividends to your experience.

To ensure that we are creating safe environments for all we work with, we require that all volunteers submit an Adult Self-Screening Form and have a satisfactory background check completed within the past 3 years. Mountain T.O.P. can run your background check for \$10, or we must have proof that one is on file with your church.

On behalf of the Mountain T.O.P. staff, we look forward to having you in camp soon. Whether you are building a roof or building a relationship, the transformation that is possible in just a few days is incredible. The Lord is certainly capable of doing even more that we could ask or imagine. We can't wait for you to experience it for yourself.

Thankful to serve with you,

Rachael Osborn
Program Manager - Ministry Logistics

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 Mathew 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.

“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.”

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 Objective and 5 Focus Areas). 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 see your work as fruitful and can 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...”*

Program Descriptions

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

Summer Plus

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

Kaleidoscope

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

Quest

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

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

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

Major Home Repair

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

Special Characteristics of AIM

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

Daybreaks

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

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

Community Life

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

Closing Worship

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

Closing Circle

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

Mailboxes

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

Ministry Production Team

Or MPT is the group you will be working with throughout the week. We break these groups up based on experience, age, gender, church group, geography, etc. We try to get a good mixture of people in each group, so that every group is balanced and has the necessary skills to accomplish any task.

Expectation for Participation

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

- ◆ For the time you will be participating at Mountain T.O.P., please do not wear any spaghetti-strap tank tops, short shorts, or shirts with potentially offensive logos (i.e. those with alcohol/beer logos, those with sexual implications, etc.). Those participating in Major Home Repair must wear jeans or long pants and closed-toe/hard-sole shoes every day to the work site.
- ◆ Do not bring, purchase or consume any alcoholic beverages or illegal drugs while participating in a Mountain T.O.P. event.
- ◆ Do not bring any fireworks into camp.
- ◆ Participants are expected to attend camp from 12 pm the Sunday the week starts until cleaning is done the day camp is over (~9:30 am). This is in order to be consistent and fair to staff, programming and camp community. This will also ensure that the participant will experience the total Mountain T.O.P. mission event during their stay.

Preparation Check List

- ✓ Submit Application

- Pay Deposit upon registration.
- Pay Balance before arriving at camp, based on stated payment guidelines.
- Study this Core Guide!
- Send in Adult Self Screening Form filled out completely.
- Seek prayer support from your home faith community.
- Ask Pastor to do a Commissioning at a Church Service prior to departure (optional).
- Prepare health form and statement of activities form; have them ready for registration.
- Be sure vehicle and tools are all in good working condition.
- Make your Mailbox (see Special Characteristics of AIM).
- Depart from home as to arrive at camp no later than 1 pm Sunday of your week.
- Enjoy your time of service!
- Debrief as a mission team or individual once back home using suggested materials.
- Debrief congregation or those supporting you.

Adults In Ministry Week Schedule

Sunday

12:00 – 1:00 pm Participants arrive at camp/ Registration
Community Orientation
Community Worship
MPT Breakdown

6:00 Dinner
Team Building and Project Planning

9:00 Closing

Monday - Thursday

7:00 am Individual Daybreak / Group Morning Devotion

7:30 Breakfast

8:00 MPTs meet and leave for project sites
Summer Plus Camp/Kaleidoscope/Quest MPT meeting

8:30 All MPTs out of camp
(Summer Plus Camp/Kaleidoscope/Quest leave to pick up children/teenagers)

5:30 pm All MPTs returned to camp/ Hosts prepare for dinner

6:00 Dinner

6:30 (Wed Only) Cookout & Guest entertainment

7:30 – 9:30 Community Life
Sharing
Worship

Friday

7:00 am Individual Daybreak / Group Morning Devotion

7:30 Breakfast

8:00 MPTs meet, pray and leave for project sites
Summer Plus/Kaleidoscope/Quest MPT meeting

8:30 All MPTs out of camp
During the day, MPT has closure with family

12:55 pm Summer Plus Camp/Kaleidoscope/Quest Celebration
Family, friends, teachers and community friends join for the Celebration

5:30 pm All MPTs returned to camp/ Hosts prepare for dinner

6:00 Dinner

7:00 – 9:30 Community Sharing
Closing Worship

Saturday

7:00 am Individual Daybreak / Group Morning Devotion

7:30 Breakfast

9:00 Camp clean up, evaluations, & closing circle

What to Bring List

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

- Bible
- Any musical instrument you play
- Pillow, sheets, and blankets for bunk bed, or a sleeping bag (it might get cool at night) **** Foam or feather mattress pads will increase comfort level.**
- Earplugs (these will help deal with the potential nightly noise factor)
- Enough clothes for the time you are here - *there are no laundry facilities*
- Clothing for home repair, painting, and yard work (long pants, close-toed shoes)
- Jacket (again - it might cool off in the evenings)
- Raincoat/ Waterproof shoes
- Sweat shirt/pants (see note with jacket)
- Flashlight
- Bug repellent and Sunscreen
- Tools (AIM MHR Tool Requirements)
- Toiletries/towel/washcloth/Shower shoes
- Portable Camp Chair (*if you prefer*)
- Extra money for camp store, canteen, pit stops at local convenience stores, and local art offerings
- Mailbox (see “Special Characteristics of AIM)
- Water bottle and travel mug – reusable beverage containers (*optional, but very helpful*)
- Adult Self Screening Form (*if not already turned in to the MTOP office*) with proof of background check.
- Medical Information/ Statement of Activities & Release Form to be turned in at registration (***Bring the original and one copy of each form***)

AIM MHR Tool Requirements

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

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

All participants must bring the following tools:

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

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

Hand Tools

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

Power Tools

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

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

Drywall Tools

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

Miscellaneous Tools

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

Directions to our Camps

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

We suggest using Google Maps or MapQuest. Both recognize our physical addresses. Google Maps also recognizes “Mountain Top” for Camp Cumberland Pines, and “Mountain T.O.P. Camp Baker Mountain” specifically.

Our turn-by-turn directions

Camp Cumberland Pines

GPS Coordinates: N35°.24.551' W085°.42.109'

Physical Address: 480 Old Hwy 56 Coalmont, TN 37313

Mailing Address: P.O. Box 128 Altamont, TN 37301

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!

Statement of Activities and Release Form

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

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

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

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

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

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

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

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

Group Leader (Print full name): _____

and

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

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

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

This is the _____ day of _____, 20_____.

Signature (Participant or adult/guardian if minor)

Medical Information Form

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

Last Name _____ First _____ MI _____

Address _____ City _____ St _____ Zip _____

Phone _____ Occupation _____

*Social Security Number _____ Date of Birth _____

Church _____ Church Phone _____

Church Address _____ City _____ St _____ Zip _____

Personal Physician _____ Phone _____

*Insurance Company _____ *Phone _____

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

In case of emergency contact:

Name _____ Relationship _____

Daytime Phone _____ Evening Phone _____

Name _____ Relationship _____

Daytime Phone _____ Evening Phone _____

Medication(s) you cannot take _____

Medication you are currently taking _____

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

Allergies / special health problems or concerns _____

Do you have a current tetanus shot? Yes / No

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

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

Adult Self-Screening Form

Camp week(end) _____

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 #3, what was the date of your background 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 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 _____