

Mountain T.O.P.

Registration Packet

Summer 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 register for Mountain T.O.P. in 2019! We are thrilled that you are considering a mission trip with us. It is no small task to bring a group of youth and adults to Mountain T.O.P., so it is with gratitude that I extend my appreciation to the work you will be investing into this trip.

We are excited to share with you some updated program details and a new program!

- We are lowering the minimum age for Youth Summer Ministry (YSM) and Neighbors Helping Neighbors (NHN) to rising 7th graders. Both of these programs will include all junior and senior high grades.
- Day Camp registration for YSM will be capped at 56 participants per week. Spots for Day Camp are first come, first served; however, as a courtesy to groups serving in Day Camp, groups are encouraged to register no more than one-third of their participants for Day Camp. Additionally, the minimum age for participation in Day Camp is 13 years old.
- For three weeks, we are offering Senior High Camp (SHC). This program will be only for rising 10th graders and older. See page 7 for more details.
- We will be doing online registration and payment through a new platform: RegPoint. Please be patient with us as we launch this new system and discover how to customize to best meet our needs. Your camper fee may increase if you choose to make all payments online. See page 8 for details.

As the Contact Person, your role is to communicate with the Mountain T.O.P. staff frequently. You are responsible for ensuring that payments and paperwork are submitted on time, and your participants are trained before arrival. Let's talk about any questions or concerns you have; choose your method—call or email. I am here to serve alongside you in any way I can. More preparation materials and updated training guides will be released in early 2019.

It is by the grace of God that we are able to serve the Lord in the ways that we do, and we are grateful that you have chosen to be part of this life-transforming ministry. We can't wait to see you on the Mountain in 2019!

Thankful to serve with you,

Rachael Osborn
Program Manager: Ministry Logistics
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Welcome to Mountain T.O.P.

Mission

Through Christian community and faith-based relationships, we help meet the physical, spiritual, social, and emotional needs of all people we encounter. We see all four needs as equally important, and we meet those needs through Service Project and Day Camp. We serve in partnership with other agencies, churches, governments, businesses, and community leaders to help develop the communities in which we work.

Mountain T.O.P. (Tennessee Outreach Project) is an interdenominational, non-profit Christian Mission affiliated with the Tennessee Conference of the United Methodist Church, dedicated to rural life ministry in the Cumberland Mountains of Tennessee. Each year we welcome groups that come from Methodist, Episcopal, Lutheran, Presbyterian, non-denominational backgrounds, among others.

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.

Service Project

The scope of our service projects includes construction, painting, and yard work. However, doing home repair is about more than building a porch or clearing a yard. It's about the accessibility that is gained when a family now has a safe way to enter and exit their home. It's about how that entryway will serve as a much more significant entryway into a healthier, more sustainable, and more socially-connected lifestyle. It's about providing youth the opportunity to learn about power tools and the power of social connection.

Day Camp

Building resilience, exploring community, reading, growing in healthy lives, playing, learning about Jesus—this sums up a week of Day Camp. Five days of Day Camp broadens horizons, brightens futures, and builds hope in youth ages 6-11 from Grundy County. Participants may visit local libraries, churches, state parks, a historical society, and Sewanee: University of the South. These field trips give participants the opportunity to connect with their communities and understand the plethora of good things going on around them every day. Day Camp is intentional about pairing Youth Summer Ministry or Senior High Camp participants with the Day Camp children, giving the YSM or SHC participants the opportunity to grow in their leadership and mentorship skills.

Each week, the SHC will be running a specialized Day Camp program: Kaleidoscope, Summer Plus, or Quest. We offer these unique programs to fill the needs of our local children and youth in providing a safe and nurturing environment in the summertime. More details about these unique programs will be available after registration.

Programming Philosophy

We desire to expose our participants to a variety of worship styles because we value the beauty of connecting with the Lord in different ways. Built into our daily schedule are four times to worship, either individually, in a small group, or as a whole community. Each day starts with an individual devotional time with material provided, during the day a staff member will lead a small group discussion on-site with the Youth Renewal Group (YRG), and each evening ends with a time of sharing and a time of corporate worship. Churches will also have an opportunity to meet together for a time of discussion and reflection.

Safety

Mountain T.O.P. is committed to creating a safe environment—physically, socially, emotionally, and spiritually—for all involved. Background checks are mandatory and are to be on file either at the church or with Mountain T.O.P. for all participants 18 years old and older. We trust that groups will appropriately screen their adult participants for the safety of the camp community. We have standards for appropriate adult behavior that are outlined at length in the Creating Safe Communities packet.

Summer Schedule

	Cumberland Pines	Baker Mountain	Senior High Camp (Cumberland Pines)
Week 1 June 9 -15	YSM - <i>Service Project</i> - <i>Day Camp</i>	YSM - <i>Service Project</i>	SHC - <i>Service Project</i> - <i>Day Camp</i>
Week 2 June 16 - 22	YSM - <i>Service Project</i> - <i>Day Camp</i> - <i>Safe Sanctuary</i>	YSM - <i>Service Project</i> - <i>Safe Sanctuary</i>	
Week 3 June 23 - 29	YSM - <i>Service Project</i> - <i>Day Camp</i>	YSM - <i>Service Project</i>	SHC - <i>Service Project</i> - <i>Day Camp</i>
Week 4 June 30 - July 6	YSM - <i>Service Project</i> - <i>Day Camp</i>	Neighbors Helping Neighbors - <i>Service Project</i> (July 2 - 6)	
Week 5 July 7 - 13	YSM - <i>Service Project</i> - <i>Day Camp</i> - <i>Safe Sanctuary</i>	YSM - <i>Service Project</i> - <i>Safe Sanctuary</i>	
Week 6 July 14 - 20	YSM - <i>Service Project</i> - <i>Day Camp</i>	YSM - <i>Service Project</i>	SHC - <i>Service Project</i> - <i>Day Camp</i>
Week 7 July 21 - 27	YSM - <i>Service Project</i> - <i>Day Camp</i>	YSM - <i>Service Project</i>	

*See "New in 2019" section on pages 7-8 for details.

Program Descriptions

Youth Summer Ministry (YSM)

- Youth Summer Ministry is for junior and senior high students. Students have to be **rising 7th graders or older**.
- There must be a ratio of at least **1 adult (25 years & older) for every 5 youth**.
 - The only exception is during **Safe Sanctuary** weeks. During Week 2 and Week 5, there must be 2 adults for every 5 youth. One of those must be at least **21** years old, the other at least **25** years old. Groups that sign up for Weeks 2 or 5 must abide by these guidelines.
- There must be **1 vehicle for every 7 participants** (youth & adults included). For Service Project, that vehicle must have at least 7 seatbelts; for Day Camp, that vehicle must have at least 12 seatbelts (15 seatbelts is preferred).
- Each group must provide the coolers, first aid kits, and the necessary Service Project tools or Day Camp materials, as listed in the preparation materials.
- Groups will be **mixed up** with other groups to create Youth Renewal Groups (YRGs) for their service experience—both for Service Project and Day Camp. The ideal YRG size is 7 participants to keep everyone engaged and contributing to the experience.
- There is a maximum capacity of **56 participants in Day Camp per week**. Spots for Day Camp are **first come, first served**; however, as a courtesy to groups serving in Day Camp, groups are encouraged to register no more than one-third of their participants for Day Camp.
- Participants in Day Camp must be at least **13 years old**.
- For groups of 40 or more participants, we may consider dividing your group between Camp Cumberland Pines and Camp Baker Mountain, depending on the sizes of both communities.
- The week is from 12:00 p.m. CST on Sunday to 10:00 a.m. CST on Saturday, no exceptions. Full participation is expected from all, at all times.
- Background checks for all participants 18 years old and older are **mandatory**. These checks must be either on file at the adult participant's church or with Mountain T.O.P. We trust that groups will appropriately screen their adult participants for the safety of the camp community.
- *Payments previously paid for dropped spots are forfeited and cannot be applied towards the remainder of a group's balance.* Groups that decrease in size after a payment due date still are responsible for the payments for those dropped spots, and will be charged the full balance incurred as of due date.
- Mountain T.O.P. does not discriminate on the basis of race, age, gender, creed, national origin, sexual orientation, or ability.

Neighbors Helping Neighbors (NHN)

- Neighbors Helping Neighbors is for churches in the Mountain T.O.P. Service Area and/or churches who have an average Sunday attendance of 150 or less. MTOP's Service Area includes Grundy, Marion, White, Warren, Bledsoe, Sequatchie, and Van Buren counties of Tennessee.
- NHN is for junior and senior high students. Students have to be **rising 7th graders or older**.
- There must be a ratio of at least **1 adult (25 years & older) for every 5 youth**.
- There must be **1 vehicle for every 7 participants** (youth & adults included) with at least 7 seatbelts.
- Each group must provide the coolers, first aid kits, and the necessary Service Project tools, as listed in the preparation materials.
- Groups will be **mixed up** with other groups to create Youth Renewal Groups (YRGs) for their service experience. The ideal YRG size is 7 participants to keep everyone engaged and contributing to the experience.
- The week is from 12:00 p.m. CST on **Tuesday** to 10:00 a.m. CST on Saturday, no exceptions. Full participation is expected from all, at all times.
- Background checks for all participants 18 years old and older are **mandatory**. These checks must be either on file at the adult participant's church or with Mountain T.O.P. We trust that groups will appropriately screen their adult participants for the safety of the camp community.
- *Payments previously paid for dropped spots are forfeited and cannot be applied towards the remainder of a group's balance.* Groups that decrease in size after a payment due date still are responsible for the payments for those dropped spots, and will be charged the full balance incurred as of due date.
- Mountain T.O.P. does not discriminate on the basis of race, age, gender, creed, national origin, sexual orientation, or ability.

New in 2019: Senior High Camp (SHC)

- Senior High Camp will be held in the north side of Camp Cumberland Pines, utilizing the Willems and Bradford cabins. This program has a capacity of 60 participants per week.
- Senior High Camp is for senior high students only. Students have to be **rising 10th graders or older**.
- There must be a ratio of at least **1 adult (25 years & older) for every 5 youth**.
- There must be **1 vehicle for every 7 participants** (youth & adults included). For Service Project, that vehicle must have at least 7 seatbelts; for Day Camp, that vehicle must have at least 12 seatbelts (15 seatbelts is preferred). The ideal Ministry Production Team (MPT) size is 7 participants to keep everyone engaged and contributing to the experience.

- Each group must provide the coolers, first aid kits, and the necessary Service Project tools or Day Camp materials, as listed in the preparation materials.
- Groups **can request to stay together** if needed for their service experience. If not requested, groups will be mixed up with other groups to create Ministry Production Teams (MPTs) for their service experience.
- Service Project may include larger-scale home repair projects, depending on the skill level of the group.
- In addition to Service Project, each week, the SHC will be running a specialized Day Camp program: Kaleidoscope, Summer Plus, or Quest.
- The week is from 12:00 p.m. CST on Sunday to 10:00 a.m. CST on Saturday, no exceptions. Full participation is expected from all, at all times.
- Background checks for all participants 18 years old and older are **mandatory**. These checks must be either on file at the adult participant's church or with Mountain T.O.P. We trust that groups will appropriately screen their adult participants for the safety of the camp community.
- *Payments previously paid for dropped spots are forfeited and cannot be applied towards the remainder of a group's balance.* Groups that decrease in size after a payment due date still are responsible for the payments for those dropped spots, and will be charged the full balance incurred as of due date.
- Mountain T.O.P. does not discriminate on the basis of race, age, gender, creed, national origin, sexual orientation, or ability.

Costs & Deadlines

Youth Summer Ministry (YSM), Senior High Camp (SHC)

Prices

- \$375: First-time churches regardless of payment method
- \$395: Returning churches who make all payments by **check**
- \$405: Returning churches who make all payments by **card**

Discounts

- Free: 1 Contact Person
- Free: 1 Clergy Person
- \$350: Former MTOP staff

Registration opens	October 15	\$30/person – new church \$50/person – returning churches paying by check \$60/person – returning churches paying by card
2 nd Payment	December 15	\$115/person
3 rd Payment	February 15	\$115/person
4 th Payment	April 15	\$115/person

Neighbors Helping Neighbors (NHN)

Prices

- \$150: Churches who make all payments by **check**
- \$160: Churches who make all payments by **card**

Discounts

- Free: 1 Contact Person
- Free: 1 Clergy Person

Registration opens	October 15	\$10/person - churches paying by check \$20/person - churches paying by card
2 nd Payment	February 15	\$70/person
3 rd Payment	April 15	\$70/person

Registration Information

- Registration will open on **October 15, 2018**.
- A deposit per person will be due at the time of registration. We highly suggest collecting these deposits from participants in advance to encourage financial investment in the trip, and avoid drops later in the year.
- ***Payments previously paid for dropped spots are forfeited and cannot be applied towards the remainder of a group's balance.***
Groups that decrease in size after a payment due date still are responsible for the payments for those dropped spots, and will be charged the full balance incurred as of due date.
- We encourage groups to **register conservatively**, then add more participants as they confirm them and as space allows.
- The financial guidelines have been developed in order to operate responsibly and make decisions as far as staffing, open facilities, food purchasing, etc., in a timely manner. This fee includes all meals, lodging, project materials, programming, and camp staffing.
- Participant rosters and Adult Self-Screening forms must be submitted at the time of final payment.

The things you need to have prepared for a successful registration:

- The number of total participants in your group
 - If your group is participating in Day Camp, the number of reservations desired for Day Camp.
 - If you will have a clergy person participating.
 - These numbers/details can be adjusted after the initial reservation; however, we make important decisions based on these numbers so please be as precise as possible.
- A first and second choice of a camp week.
- A credit card or check to confirm your registration. Registrations are not solidified until a payment is received.
- The Contact Person will be asked for the name, title, and contact information for a "Supervising Pastor." This individual may be a senior or associate pastor the Contact Person answers to. Only if a senior pastor is registering the group may this question be left blank. This information serves as an additional level of accountability in submitted payments and following Mountain T.O.P.'s expectations for participation.
- If payment invoices need to be sent to administrative staff (in addition to the Contact Person), there is space to provide that information. Please note, though invoices will be sent to administrative staff, the Contact Person is responsible for the timely submission of payments and fulfillment of Mountain T.O.P. expectations for participation.

Payment Instructions

General Notes

- The Contact Person of the group creates an account on RegPoint and will register on behalf of the entire group.

Deposit: *All initial registrations must be made online; however, payments can be made by card or check.*

- If paying by **credit card**:
 - Login to RegPoint and choose the program you wish to register for.
 - When prompted to "Add Participant," this participant will be the Contact Person.
 - Choose "All Up Front" option at checkout.
 - Your card will appear to be charged initially for 1 participant until your camp week preference and participant number are approved. Once approved, you will be charged for the entire deposit amount.
 - If requested, a statement can be issued once the card is charged.
- If paying by **check**:
 - Choose the "Bill Me" option at checkout.
 - Your balance due will appear to be for 1 participant. Once your camp week preference and participant number are approved, you will be sent an invoice for the entire payment amount so you can submit a check.

Payment Installments: Regardless of payment method, an invoice will be sent approximately 4 weeks before the payment deadline to the Contact Person and administrative staff, if needed. *Payments must be received by the payment deadline.*

- If paying by **credit card**:
 - Login to RegPoint and choose "Payment Installments" for your particular program.
 - Choose the "Program Option" that corresponds with your specific number. (Example: if paying for the second payment, choose "2nd Payment" at the top.)
 - Answer the registration questions. If there is a change in your number of participants that hadn't been communicated to Rachael before the invoice was issued, please note that change in the number of participants online.
 - Choose "All Up Front" option at checkout.
 - Your card will be charged initially for 1 participant until your participant number is approved. Once approved, you will be charged for the entire payment amount.
 - If requested, a statement can be issued once charged.
- If paying by **check**:
 - Please return your *completed* invoice and check by the payment deadline.