

Mountain T.O.P.

Registration Guide

Spring BreakOut

2024



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 accepted the invitation to serve on the Cumberland Plateau with us. It is certainly no small task to organize a mission trip for a group of youth and adults, so it is with abounding gratitude that I extend my appreciation for the work you will be investing into this trip and, ultimately, the kingdom of God.

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 surround **this process with prayer and reflection**. 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 the 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 gratitude,

Jacey Brady
Logistics Coordinator
931-692-3999
jacey@mountain-top.org

The Foundations of 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 through Spring Breakout, we meet those needs through home repair projects. We serve in partnership with other agencies, churches, governments, businesses, and community leaders of our service area 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, and 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

Foundational Scriptures

Matthew 4:18-20

"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 25:34-36, 40

"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.'"

Ministry Production Teams (MPTs)

A majority of our volunteers who serve with us have little to no construction skills—and that's okay! This is the very reason why we create Ministry Production Teams. MPTs bring together volunteers with various skill levels, backgrounds, ages, and genders to ensure each team has the experience necessary to accomplish any task. On any worksite, there is work for every skill level. Because we value meeting the social, emotional, and spiritual needs of the family, we encourage Mountain T.O.P. volunteers to spend time building relationships with the families! It is up to the group to decide how MPTs are created; however, we encourage MPTs to bring together 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.

Home Repair

In an effort to improve the substandard housing crisis in our community, Mountain T.O.P. dedicates the efforts of our springtime volunteers to both minor and major housing repairs. We routinely address issues of structural integrity, replace shingle roofs with corrugated metal, replace dilapidated siding, renovate interior spaces, and create safe entries and exits. We know that improving a family's housing situation can have significant positive effects on their physical health, social connectedness, and personal well-being. We are intentional about matching projects to the skill level of the group. Groups with less construction experience may be contributing to a small-scale project. Read more about eliminating substandard housing and tool training on pages 7 and 11-12.

Programming Philosophy

While Mountain T.O.P. is a faith-based organization, we do not require a faith perspective from our participants or homeowners. As an organization, we are motivated by serving others because of the love of Jesus. We offer multiple times during the day for participants to pause and turn their attention to God - on their own, with a small group, or with the entire camp community. Participation in these moments of worship is completely optional.

For those who wish to participate in our programming, 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.

- Group Morning Devotional: This time before breakfast 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 contact the groups who are participating in programming prior to arrival and arrange which days that group will be responsible for leading. The daily theme will be introduced, but the format of the discussion is totally up to the individual(s) leading.
- Mid-day Daybreaks: Around lunch time, a staff person will visit the work site and lead a small group conversation. We invite the family to participate as a way to meet their social and spiritual needs, but they do not have to participate if they don't want to.
- Sharing: After dinner, a staff person will lead the camp community in a time of reflection about the day. We'll share stories of joy and laughter, struggle, learning new skills, and being in a new environment. We find that it is helpful to have time to process the

service experience as it is happening, and being able to hear the experience of others will continue to broaden our perspectives.

- Worship: Each evening we will conclude our time together with worship. We strive to create ecumenical spaces of worship focused on thoughtful reflection. This is an opportunity for participants to continue exploring their relationship with God, regardless of where they find themselves along the journey of faith. On Thursday night, worship will include communion. All participants are welcome to partake.

Safety

Mountain T.O.P. is committed to creating a safe environment—physically, socially, emotionally, and spiritually—for all involved. Background checks are mandatory for all participants 18 years and older, and are to be on file either at the church or with Mountain T.O.P. We trust that groups will appropriately screen their adult participants for the safety of the camp community and the families we work with.

Program Requirements & Description

- Spring Breakout is for youth, young adults, and adults.
- 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). The ideal Ministry Production Team (MPT) size is 6-8 participants to keep everyone engaged and contributing to the experience.
- Each group must provide a first aid kit for each of their vehicles. Groups do not have to provide their own tools or materials for the home repair projects.
- The week is from 5:00 p.m. CST on Sunday to 10:00 a.m. CST on Friday.
 - Groups can opt to arrive at 3:30 p.m. for an interactive hands-on construction orientation. Our staff will provide a brief training with power tools for those who are interested and have not had the opportunity to do tool training prior to arrival.
- 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. Background checks run by Mountain T.O.P. are \$10/person.
- **Payments previously paid for dropped spots are forfeited and cannot be applied towards the remainder of the 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 the due date.
- Mountain T.O.P. does not discriminate on the basis of race, age, gender, creed, national origin, sexual orientation, or ability.

Note: Groups can request to lengthen or shorten their stay if communicated at the time of registration. Adjusting the duration of your trip or participating in the ropes course will affect your pricing. Please contact Jacey (jacey@mountain-top.org) about customizing your trip.

Registration & Payment Information

Pricing

The camper fee for Spring Breakout is \$290/person. This fee includes all meals, lodging, and spiritual life programming. We typically break this into three payments:

- Deposit: \$50/person
- First Payment: \$120/person
- Second Payment: \$120/person

Additionally, we will be offering rebates based on group size in order to help offset vehicle and travel costs. If you bring a group of...

- 15 or more people, you will receive a rebate of \$145.
- 30 or more people receive a rebate of \$415.
- 45 or more people receive a rebate of \$550.

Additional Programming Opportunities

- \$15/person: Low ropes course led by the Mountain T.O.P. Staff
- \$15/person/night: Additional overnight stay
- \$10/person/meal: Additional meals outside of Sunday dinner - Friday breakfast

To Get Started:

- The Contact Person of the group will register on behalf of the entire group. Individuals within the group will not register for themselves.
- Please use <https://mtop.typeform.com/to/clqB57Oj> to begin, or any of the "Register Now" links under Spring Missions on our website.
- Begin by choosing your desired camp week:
 - Week 1: March 3 - 8
 - Week 2: March 10 - 15
 - Week 3: March 17 - 22
- Next, you will enter the number of participants you are registering. Please ensure this is your TOTAL number, including all youth, adults, the Contact Person, and a clergy person, if applicable.
- Each group can use up to 1 free spot for the Contact Person. It is assumed that all groups will use their Contact Person discount.
 - Even if the person organizing the trip does not attend, an alternative individual will be the in-camp contact and receive that discount.
- Fill out group information as requested.

- The Contact Person is whomever is organizing the trip, even if they will not be attending the camp week.
 - If invoices need to be sent to administrative staff, in addition to the Contact Person, please list their name and email when prompted.
- After reviewing the summary of your registration details, click “COMPLETE REGISTRATION.” You will receive an automatic email from Typeform confirming your group’s registration.
- You will not be charged during the registration process. Jacey will email you an invoice for your group’s payment, which can be paid by credit card, bank transfer, or check. Deposits are due two weeks after registration.

Payment Guidelines

- Once a registration is received, the Contact Person will be invoiced for the deposit amount. Deposits will be due **two weeks from the registration date**. Churches can decrease their group number between the time of registration and paying their deposit without financial penalty.
 - We highly suggest collecting these deposits from participants in advance to encourage financial investment in the trip, and avoid drops later in the year.
- **After deposits, payments previously paid for dropped spots are forfeited and cannot be applied towards the remainder of the 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 the due date.
- We encourage groups to **register conservatively**, then add more participants as they confirm them and as space allows.
- If a church or Mountain T.O.P. is forced to cancel any of our programs due to COVID-19 or any other health crisis, churches will receive a 100% refund.
- 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, Adult Self-Screening forms, and background checks must be submitted at the time of final payment.

Preparation & Payment 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.

Payment Details:

The camper fee for Spring Breakout is \$290/person. This fee includes all meals, lodging, and spiritual life programming. We typically break this into three payments:

- Deposit: \$50/person, due two weeks after registration
- First Payment: \$120/person, due by January 15, 2024
- Second Payment: \$120/person, due by February 15, 2024

By January 15:

- Submit First Payment of \$120/person.
- 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.
- Begin finalizing the participant roster.

By February 15:

- Submit final payments.
- Submit the following paperwork:
 - Complete Participant Roster and email to Jacey (jacey@mountain-top.org)
 - Ensure ALL adults (18+) have completed and sent their Adult Self-Screening Form to the MTOP office. If background checks are needed, please prepare a payment for \$10/person.
- Confirm logistical details with Jacey.

A few weeks before arrival:

- Consider lodging arrangements to and from camp, if needed.
- Expect a phone call from staff to review and confirm final trip details.
- Collect and organize participation forms by the following guidelines:
 - TWO copies of the Medical Information Form
 - TWO copies of the Statement of Activities & Release Form
 - This form must be notarized for participants under the age of 18.
 - Organize forms by participant (original and copy)

COVID-19 Protocols

We will continue to reevaluate best practices and the necessary protocols as circumstances change closer to the summer. Our goal is to ensure the safety of our campers, Staff, and local community. We will continue to follow updates and guidelines from the CDC and American Camp Association. The ACA, ACN, and CDC once again recommend layering non-pharmaceutical interventions (NPIs) for the purpose of monitoring, mitigating, and preventing the spread of COVID-19 in our camp community and staff.

As we move away from our 2020-2021 COVID-19 Protocols, our guidelines are now more aimed to prevent spreading in the event a positive case occurs while in camp.

We do not require masks or vaccinations for participation, but either are encouraged in order to make each participant feel as comfortable as possible while in camp. Vaccination status is not required information for entry to camp, but our steps to take in the event of a positive case will rely on whether you are vaccinated or not. It is recommended that any unvaccinated persons receive a negative test 10 days prior to arrival, but not required. We recommend monitoring for symptoms of any communicable illness 48 hours before arrival to camp.

We will offer a 100% refund on any cancellations that are due to Covid-19 related issues.

Learn About Our Community

Check out these videos and resources to learn more about our community and ministry! We highly recommend sharing these with your group prior to arrival. Discussion questions have been provided.

Mountain T.O.P.'s Official Promo video

> <https://youtu.be/tj2I4idHhjY>

Beersheba Springs Medical Clinic video

> <https://youtu.be/3Qgpe-zeu6A>

Mastered in Grundy County: Learn about the state economic and community development board. The people in this video are actual residents and employees. The man in the beginning of the video is our county mayor.

> <https://www.youtube.com/watch?v=gHWHkYeMaE4&feature=youtu.be>

In March 2019, Grundy County was featured in an online rural news outlet, the Daily Yonder. Read about local efforts to improve our health outcomes.

><https://www.dailyyonder.com/healthy-attitude-leaders-rural-tenn-county-dig-address-disparities/2019/03/19/30922/>

Discuss:

- What are the 4 needs that Mountain T.O.P. meets? What is an example of those 4 needs?
- What does it mean for Mountain T.O.P. to serve through partnership? What is the difference between doing something "for" someone and doing something "with" someone?
- Ask everyone to imagine being in a soup kitchen. What does it look like? What does it feel like to be there, either being served or serving. Who else is there with you? Now, ask everyone to imagine being at a potluck. What does it look like? What does it feel like to be there, seeing everyone contribute a dish or a skill to make that event happen? What do these two places teach about the service we're about to participate in? Which format is more effective? More dignifying? Honors everyone involved?
- What has been your experience with poverty? What expectations do you have about what you will see? What will you need to pay attention to within yourself to manage your expectations and remain open-minded?

Learn About Housing

As was stated in our Focus Areas, eliminating substandard housing is one of our priorities. But what does that mean? How does Mountain T.O.P. contribute to moving the needle on such a substantial initiative?

Substandard housing isn't just housing that's unattractive or outdated. It's housing that poses a risk to the health, safety or physical well-being of its occupants and its neighbors and visitors. According to a report published by the University of California Berkeley Health Impact Group, substandard housing is associated with increased risk of disease, crime, social isolation and decreased mental health.

Learn more about Grundy County's health outcomes, provided by the Robert Wood Johnson Foundation. Spend some time comparing them to your own county!

> <https://www.countyhealthrankings.org/app/tennessee/2019/overview>

"How Home Affects Health," an article from the Robert Wood Johnson Foundation about the connection between housing and health.

> <https://www.rwjf.org/en/blog/2019/03/how-home-affects-health.html>

But first, what is substandard housing? What is severe housing?

- Substandard: Housing that does not provide complete protection from the outside environment and is not conducive to the resident's lifestyle (accessibility), or is unlikely to continue to do so for the foreseeable future.
- Severe: Housing that does not provide for resident's basic needs and proves to be a danger to their physical and emotional well-being.

Discuss with your group:

- Why do you think these risks are associated with substandard housing? What are the implications of these risks on daily life?
- Why do you think it's important to spend time meeting the relational needs (social, emotional, and spiritual) needs of the families we work with?
- Imagine a stranger showing up on your porch and pointing out all the flaws in your house. How would that make you feel? What would be your reaction?
- What is the impact of working with "expressed" needs versus "assumed" needs? Which is more helpful? How can either be hurtful?

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. We ask this because our ideal Ministry Production Team (MPT) size is 7 people. We plan projects for groups of 7 people as a way to keep everyone involved in the project and to be courteous to the homeowner with the number of guests at their home.
- Each vehicle used during the week must have a first aid kit.

**Vehicle with a 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 lozenges 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 medicine	Bug Spray
Benadryl	Lice Treatment
Ibuprofen	Clear Nail Polish
Tylenol	Ear Plugs

Tool Safety

Mountain T.O.P.'s expectation is that all work sites are safe environments for those who are working there. Using tools properly is an important element to the home repair experience at Mountain T.O.P.! **It is important that participants know that they only have to use the tools they feel comfortable with.** We do not want anyone to think that they have to use a power saw or any other tool they do not feel comfortable in using. It is up to them.

During the work day, a Mountain T.O.P. staff member will NOT be on-site all day. They will be rotating from the different sites to guide the project progress and answer questions. We rely on the group—especially adults with a group of youth—to monitor the safety of their team members.

General Safety Guidelines

- Use each tool only for the job and the way it was designed for.
- Keep fingers and hands away from cutting edges of tools.
- Secure or clamp down wood being worked with.
- Safety glasses should be worn at all times while using power tools.
- Be patient and never use force. Let the saw do the cutting.
- Don't work with tools when tired. Alertness is necessary.
- Don't wear loose clothing or jewelry, which can be caught in moving parts. Wear your nametag, but tuck it into your shirt.
- Never use electrical tools in damp or wet locations.
- Power tools must have adult supervision each time they are used. At no time are youth forced to use any tool they are uncomfortable with.
- If extension cords are used, be sure they are heavy duty.
- Unplug all electrical tools when finished and put them back in their case each time use is done. Don't leave any power tools unattended.
- Keep tools sharp, clean and oiled. Make sure the tools are in good condition before using them.
- Work areas should be large enough for people to remain safe during the use of power tools and should be tidy to avoid tripping over things.
- The workspace should have proper equipment to use with the power tools like saw horses or level cutting areas for power saws.

- Only make cuts from the outside of saw horses. When cutting between them the wood will pinch the blade and cause a kick-back. Be aware of this anytime someone holds a board while it is being cut.
- Use ladders only on stable and level surfaces unless they are secured to prevent movement.
- Keep the area around the top and bottom of ladders clear of debris.
- Maintain ladders free of oil, grease, and other slipping hazards.
- Don't tie ladders together to make a longer ladder.
- Face the ladder when going up or down.
- Don't carry objects or loads that could cause you to lose your balance and fall.
- Don't use the top of a stepladder as a step.
- Always use and lock the metal spreader or device that holds the front and back sections apart.
- Don't move, shift, or extend ladders while they are in use.
- Extend ladders at least 3' beyond the surface you are accessing so you have a handhold when getting on or off and set the ladder 1' away from a wall for every 4' that it extends (if ladder goes up 16', it should be 4' from base of wall.)

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
- Jacket or sweatshirt for possible cold days
- Sunscreen, Bug Repellent
- Flashlight
- Bible, if participating in spiritual life programming
- Journal, pen/pencil
- Watch (so you can be on time)
- Water bottle

Optional:

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

Special Notes:

- Required during the 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 the 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.
- For groups who are opting to attend a local church service on Wednesday night, participants should make sure they have appropriate clothes for such attendance.

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.

Adult Self-Screening Forms

All adults ages 18+ 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 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 the individual'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 participant to act in the best interest of others 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 all people 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 the 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.

Frequently Asked Questions

What are the sleeping accommodations like?

Participants stay in cabins on site. These cabins have 10 - 14 rooms with either two sets of bunk beds or two twin beds. There are bathrooms and a common area in each cabin, along with a refrigerator and beautiful porch to enjoy. Participants are responsible for providing their own bedding and towels. During check-in, groups will either be given a cabin or number of rooms to be used by their group. It is up to them to decide how specific rooms are assigned.

How are meals provided?

Breakfast and dinner are hot meals provided in our Dining Hall served family style. A cooler lunch will be prepared for you to bring to the work site and to share with the family you are working with. All meals from Sunday dinner to Friday breakfast are provided. Our kitchen staff can accommodate dietary needs and allergies. We ask that if you have dietary lifestyle choices that you assist our kitchen staff by providing some of your own food. Please contact Mike (mike@mountain-top.org) with further questions regarding meals.

I don't have any construction experience. Is this a good place for me?

Absolutely! This is why we create Ministry Production Teams (MPTs) so those with little to no skill can be taught by those who do. We see that there are four needs that need to be addressed: physical, social, emotional, and spiritual. While the physical needs will be met through the home repair work, we highly emphasize building relationships with the families. Taking time to get to know the family is important. Additionally, there are always small tasks to help with, including site clean up and safety coordination.

Do you have Wi-fi?

Yes, we do! The signal might not always be reliable in the cabin area, but is available in the Dining Hall, Meeting Side, and Staff Lodge.

Where exactly am I going, and how do I get there?

The physical address for Camp Cumberland Pines is: 480 Old Hwy 56, Coalmont, TN 37313. We suggest using Google Maps for navigational purposes. You can search "[Mountain Top](#)" and it will direct you to the correct place!

Week-at-a-Glance

Sunday

5:00 pm	Gates Open – Registration begins, unload and move-in
6:00 pm	Dinner
After dinner	Orientation Worship MPT (Ministry Production Team) Breakdown Fellowship

**Evening activities may vary depending on the group's election to participate in spiritual life programming.

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.

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 (but do not require) 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 _____

MTOP Camp Director: Michael Feely

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 _____, 2024.

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 Dates: _____

Group _____

Last Name _____ First _____ MI _____

Address _____ City _____ St _____ Zip _____

Phone _____ Email _____

Occupation and Employer _____

*Social Security Number _____ Date of Birth _____

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 15-16)? **Yes** **No**

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

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

Your form 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 of \$10.

YES, we need Mountain T.O.P. to process a background check for me. *SSN is only needed if Mountain T.O.P. is completing your 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 _____