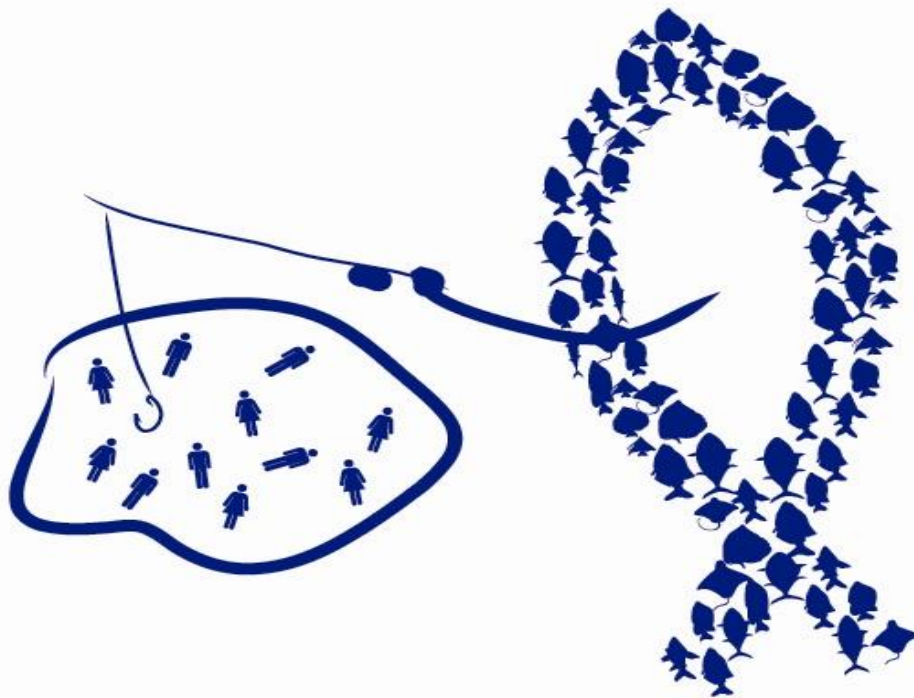


The Core Guide

Fish Camp 2010



To bringing a group to
Mountain T.O.P.'s *Fish*
Camp

Mountain T.O.P.'s Affiliations



TENNESSEE CONFERENCE OF THE UNITED METHODIST CHURCH

Mountain T.O.P. is an official agency of the Tennessee Conference of the United Methodist Church organized to support the Tennessee Conference Council on Ministries, through the Conference Work Area on Missions.



The symbol of trust

EVANGELICAL COUNCIL FOR FINANCIAL ACCOUNTABILITY

Mountain T.O.P. is firmly committed to good stewardship of funds entrusted to us by our participants and donors. To ensure our financial accountability to you, we are a member of E.C.F.A.

The Kingdom of God

Once, having been asked by the Pharisees when the kingdom of God would come, Jesus replied, "The kingdom of God does not come with your careful observation, nor will people say, 'Here it is,' or 'There it is,' because the kingdom of God is within you." Luke 17: 20 - 21

People will come from east and west and north and south, and will take their places at the feast in the kingdom of God. Luke 13: 29

Mountain T.O.P. is devoted to following Jesus Christ our Lord in all that it does. We are committed to being a part of The Kingdom of God.

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Welcome Youth Leader!

Praise God that you have taken the steps to follow the calling of the Lord! Many youth and adults will be coming from all over the country to spread hope throughout the Cumberland Mountains of Tennessee. We are grateful that you are joining us in this mission! We pray that Mountain T.O.P. (MTOPT) is a vehicle for change, both in your lives and the lives of the people we serve.

It is EXTREMELY important that you spend time training and preparing your group for this trip. There are a lot of things unique to a MTOPT camp week, and proper preparation will make this experience the best it can be. The preparation materials include many different resources that you will need along the way.

The Core Guide – You must thoroughly read through this section, for it contains information on what you will need to know each year you bring a group. This includes a time line, checklist, medical forms, tool/material requirements, etc. Documents in this guide will change from year to year.

The New Group Guide – If your group is new to MTOPT, or it has been a few years since the church's last participation, please utilize this document for it contains Mountain T.O.P. History, materials philosophy, FAQ, etc.

Other Available Resources – In order to make the training time the most effective and meaningful, you may need additional resources. We will provide some for you, such as hints for seeking support from the congregation, parent packets, regional maps, suggested retreat formats, etc.

All of these resources are available to you at the MTOPT website: www.mountain-top.org.

My job is to do what I can to help you. I only have two expectations of you:

- 1) You communicate well with me as the spring progresses.
- 2) You put quality time into preparing your group.

I am blessed to work with you, truly blessed.

In his service, with his love!

Julie Duncan

Program Director – Ministry Logistics

julie@mountain-top.org

Orientation Outline

- You must have an orientation meeting with **all** of your participants. It is extremely important that each participant fully understands what will be expected of him/her and what the week will look like. In your orientation time, please be sure to at least include the things outlined below.

Introduction

Everyone in the group
Mountain T.O.P.

Week at a Glance

Special Characteristics

Mountain T.O.P. History

Foundational Objectives

Culture of Appalachia

Article, video, newspapers

Region Map

Service Area Map

Economic Statistics of Service Area

Christian Helping

Materials Philosophy

Tool Safety

Expectations for Participation

What to Bring

Forms

Participation Forms

Adult Self – Screening

- You need to meet with the adults separately to discuss what their role at camp will be. You can use the documents The Adult Role, the Discussion Questions, and the Adult Covenant
- You may want to print off the youth and adult packets before the meeting, so they all can have the resources they need. These will be found with the Available Resources. At a minimum, you need to give them copies of the Participation Forms and the What to Bring list.
- It works really well to fit this all into a retreat time. We have a suggested retreat format and resources available to you, if you are interested.

Preparation Timeline

Mid March

- Receive preparation materials
- Plan mission trip training session(s). The training should create a sense of team building and purpose in mission and works well in a retreat format.

Late March

- Receive your tool color, host list and travel guide
- Make lodging arrangements for travel to and from camp

Beginning of April

- Start collecting tool inventory from congregation. (NOTE: you may want to assign someone to be the tool contact to help you take care of this task)

Mid April

- Start securing the proper amount of vehicles.

Late April

- Collect money for final payment, which is due May 14th*
- Collect adult self-screening forms
- Make list of amount and sizes if you want to pre-order theme t-shirts

Early May

- Mail in 1) Final Payment, 2) Final Payment Invoice, 3) Completed Roster, 4) All adult self-screening forms

A few weeks before departure

- Secure tools/materials needed and mark clearly with specified tool color
- Collect, make copies and organize med forms by the guidelines given

*This is our one strict deadline:

- *If the final payment is postmarked after May 14th, a late fee of \$15.00 per person will result, no exceptions.*
- *If the group cancels or the size drops significantly after final payment, the group is financially responsible for the \$160 fee for 80% of total participants last confirmed.*
- *Assuming the May 14th payment deadline has been met, there will be no late fee for any additions or minor drops. In either situation, you need to clear this through the office.*

NOTE: As numbers go up or down, please let us know asap.

The Week at A Glance

ARRIVE ON WEDNESDAY

**Please have lunch BEFORE arriving*

12:00pm	Gates Open Tool Check-in Begins Registration - unload and move in
1:00	Adult Meeting with the Director
2:00	Orientation: What is this week going to look like?
2:30	Field/Program Orientation Major Group Division YRG Division
6:00	Dinner YRG Development Community Worship
10:00	Lights Out

THURSDAY SCHEDULE

7:30am	Breakfast
8:00	Daybreak
8:30	Major Group meetings and then load up tools/coolers
9:00	Go to site for the day
4:30pm	Return to camp unload tools/coolers
6:00	Dinner
7:00	Evening Community Program (for everyone) Recreation and Sharing Worship

FRIDAY SCHEDULE

7:30am	Breakfast
8:00	Daybreak
8:30	Major Group meetings and then load up tools/coolers
9:00	Go to site for the day
12:00pm	Lunch at site
4:00	Return to camp – tool division / church load up
6:00	Dinner YRG Celebration Sharing and Campfire Fishhook worship service

SATURDAY SCHEDULE

7:00am	Breakfast Camp Evaluations
7:30	Daybreak
8:00	Camp Cleanup Closing Circle
10:00	Departure

Note: The evening activities vary from night to night. All activities are planned and facilitated by MTOP staff.

Foundational Objectives

Mountain T.O.P. is people helping, caring, sharing, learning, and growing spiritually. A Mountain T.O.P. camp is a unique setting that brings participants away from their everyday world. Camp becomes one of the most positive environments for teaching and learning values and skills, witnessing and effecting change in individual's lives.

Mountain T.O.P. has three foundational objectives. No one objective is more important than the other. Our energies are evenly distributed between all three objectives seeking to enhance each one as we serve God in the Cumberland Mountains of Tennessee.

Objective #1

To help meet the physical, spiritual, social, and emotional needs of the Tennessee Cumberland Mountain people

The ministry strives to meet all of the four needs identified above for the families and individuals with whom they work. Mountain T.O.P. service projects provide the people of the Cumberland Mountains with the opportunity to have home repair and renovation needs met. Mountain T.O.P. day camps provide a place for children, ages 6 - 17, to experience a Christian community. Names of those who may have needs are given to the Mountain T.O.P. staff by community service workers, Human Resource Agencies, Referral Services, Ministers, community leaders, teachers, family, friends etc.

Objective #2

To actively encourage the Christian growth of the participants and staff who come to work with Mountain T.O.P.

The community forming programs in the evenings at camp are a chance for campers to share their daily experiences. This is where the community begins to base its thoughts, feelings, values, and beliefs on an experience grounded in Christian faith put into action.

Objective #3

To develop the leadership skills of participants and staff members

Staff members gain invaluable skills in making decisions, leading groups, working with a variety of people from different backgrounds and cultures, broadening their perspectives about life and people, and in communicating their faith. It is a chance for people to learn more about themselves and their capabilities.

Participants are given the opportunity to develop leadership skills while they are working with their teams and at camp with the whole community. Participants may help lead singing, recreation, community prayers, or even parts of the worship services. Participants learn how to work with other youth and adults from different backgrounds and cultures. They increase their self-confidence and enhance their abilities while at Mountain T.O.P.

Statement Of Values

Mountain T.O.P. (Tennessee Outreach Project) is a Christian organization affiliated with the Tennessee Conference of the United Methodist Church dedicated to a mission of rural life ministry in the Cumberland Mountains of Tennessee.

Specifically, Mountain T.O.P. seeks to empower people through a philosophy of partnership with those whom it serves. It seeks to enable the staff, camp participants, and Cumberland Mountain families to realize their potential and their responsibility as God's servants to holistically address the physical, emotional, social, and spiritual needs.

Mountain T.O.P. is concerned with achieving immediate results through direct social service programming. Mountain T.O.P. is a referral-based organization, which serves those who have expressed a need. It strives to serve as a "faith-in-action" classroom from which those touched can be energized to do likewise.

Foundational Scriptures:

As Jesus was walking beside the Sea of Galilee, he saw two brothers, Simon called Peter and his brother Andrew. They were casting a net into the lake, for they were fishermen. "Come, follow me," Jesus said, "and I will make you fishers of men." At once they left their nets and followed him. Matthew 4: 18 - 20

"Then the King will say to those on his right, 'Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.' ... "The King will reply, 'I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.' Matthew 25: 34 - 36, 40

Special Characteristics of a Mountain T.O.P. **Camp Week**

DAYBREAK

Each participant has the opportunity to be alone with the Lord at the beginning of each day. This is a 15-minute time after breakfast when campers sit alone for study, reflection and prayer. Mountain T.O.P. will provide materials to guide this time that relates to the experience of the week. We pray this helps participants grow closer in their relationship with God.

YRG (YOUTH RENEWAL GROUP)

Each participant is part of a YRG, which consists of at least 7 people, including 2 adults. The YRG experience is designed to give youth the opportunity to renew themselves, discover new meanings about their lives, increase their self-esteem and confidence, make new friends, and be a contributing part of a team with a common goal. When dividing into YRG's our staff members will ensure that they are as balanced as possible across age, gender, experience and home church.

COMMUNITY EVENING PROGRAMS

These programs are a time for fun and fellowship with the total camp community. Programs may consist of group recreation, group builders, singing time, guest musical acts, or free time.

The evening always includes a sharing time and worship. Sharing gives everyone the opportunity to express their thoughts and insights from their day with the total 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.

YRG (YOUTH RENEWAL GROUP) CELEBRATION

This is the closing time for each YRG on Friday. It is a time for each member to express his or her thoughts and feelings to the others about the team experience along with rejoicing in the growth and renewal that comes from giving of yourself to others.

FRIDAY CLOSING WORSHIP

This worship is dedicated to celebrating the journey of the camp community throughout the week and asking participants to commit to fishing for people in the valley below. This time of reflection is designed to highlight for participants that the Mountain T.O.P. experience does not stay on top of the mountain, but it goes home with each participant in their hearts.

SATURDAY MORNING CLOSING CELEBRATION

This celebration is designed to reconnect participants with their own youth groups and to challenge the youth groups to go forth and continue to share God's love in the valley below. Mountain T.O.P. seeks to enrich the lives of its participants so they will take their experience and build on it when they return home.

Helping in the eyes of Mountain T.O.P.

A look at how Mountain T.O.P. approaches helping the 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

*Go then and make disciples
of all the nations, baptizing
them into the name of the
Father and of the Son and of
the Holy Spirit*

-Mathew 28:19

years, men and women all over the world have tried to define and act upon this call and Mountain T.O.P. 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 Mountain T.O.P. will help you

discover what God is calling you to do for humanity while discovering what it means to be a disciple of Christ.

The second thing to understand about Mountain T.O.P. is that the physical work we do is only a vehicle by which we spread the gospel of Christ. The work itself is not the reason God has called us, but merely an avenue by which to invest in relationships with people. Once a relationship is formed, true ministry is able to occur.

"But we're only here for a week or a long weekend, how can we form relationships?"

This is a valid question that you may be asking yourself. To answer it you must trust God to use His people over time. When you come to Mountain T.O.P., you become part of the many generations who have answered Christ's call by devoting a little bit of themselves to ministry in this region. You can trust that Mountain T.O.P. has made a commitment to this mission, by its over 30 years of service. It will continue those relationships you are participating in, Lord willing.

When you arrive at camp, it is important for you to recognize what a need is to Mountain T.O.P. One of our three foundational objectives is to help meet the physical, social, emotional, and spiritual needs of the Cumberland Mountain people. The second, third, and fourth levels of the renowned psychologist Abraham Maslow's Hierarchy of Needs provides foundation for these needs Mountain T.O.P. seeks to fulfill. 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.

Hierarchy of Needs 1.
Physiological 2. Safety
and Security 3. Love and
Belonging 4. Esteem or
Ego 5. Self Actualize 6.
Know and Understand 7.
Aesthetic

In conclusion, while you are here, we will be adamant that our focus is not solely on the porch you build or the room you paint, but on the relationship you form with the family you serve. Your relationship will be one that builds upon a foundation Mountain T.O.P. has been laying for many years, reflecting the love of Christ. Helping at Mountain T.O.P. 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.

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 is NOT an option. Leaving at any time during the camp 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 Wednesday our staffs will be breaking the community into work teams and on Saturday morning the community will have its final closure experience; missing either of these would hinder the experience for a person and the community. If there is an extreme situation, we are willing to address special cases.

Everyone (youth and adults) is expected to attend and participate in all structured activities, recreation, programs, and worships. Please do not ask us for any exceptions to this camp participation expectation. We want everyone to gain the most they can while at camp together.

Dress Code - Shirts are to be worn at all times. Shirts with beer, liquor or other possibly offensive subject matter should not be brought to camp. Additionally, halter or spaghetti-strap tops, bathing suit tops, sports bras, shorts with an inseam less than 4" and jeans with offensive holes are not appropriate and should not be brought to camp. For safety reasons, the youth and adults with Service Project are to wear long pants, closed-toe shoes and shirts with at least short sleeves during the workday. Youth and adults with Day Camp can wear shorts instead of pants. Shorts are fine at camp in the evening.

Alcohol & Drugs - Do not bring any alcoholic beverages or illegal drugs to camp. Those who bring such items can be sent home at their parent's expense.

Prescription Drugs - Sharing of prescription drugs is strictly prohibited. Those who do can be sent home at their parents' expense.

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

Lights Out Policy - Your camp staff will set times for "lights out" each night, and they typically set a slightly later time on Friday night. The staff will take responsibility for the initial bed check at the designated lights out. Our expectation is that everyone will stay in his or her cabins after this time. We do not intend for the staff (nor are they able) to stay up for hours putting people back to bed and/or chasing them around camp. We ask for your group's understanding and cooperation in this matter. We depend on the leadership and maturity of the adults present in camp for assistance. If campers are found out of their cabins, the staff will find the youth group leader and have the camper call their parents. If there is a second incident of them sneaking out, the policy is to send the camper home at their parent's expense.

Tobacco - The use of tobacco is discouraged and prohibited in some cases due to camp regulations, sensitivity and fire hazards. Our tobacco policy follows the guidelines of the United Methodist Social Principles. Anyone under the age of 18 is prohibited from smoking, using or possessing tobacco in any form during a Mountain T.O.P. camp week. Mountain T.O.P. recognizes the need to establish a designated tobacco area for those who use tobacco. This designated area is to be in a private and discreet area of camp. This is due to our desire to discourage the use of tobacco products and the need to not promote the use of tobacco as a social activity or as a part of the community process.

Electronic Devices - The use of cell phones, iPods, radios and headsets is prohibited at the work sites and designated times in camp. We want to encourage socializing and visiting with each other and the Cumberland Mountain families. Also, we want to be sensitive to one another's musical tastes.

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

Vehicle Requirements

It is your responsibility to provide adequate transportation for the week.

Service Project

The most suitable vehicle is one 7-passenger van per every seven participants. This allows six to seven YRG members, tools/materials and a cooler for lunch to be transported to and from the work site.

Tennessee State Law

All vehicles must be equipped with seat belts for each passenger. Campers will not be allowed to ride in vehicles without seat belts or in truck beds.

Sharing the Transportation Cost

Please be prepared to help share the cost of a van if you have extra participants over increments of 7 for whom you do not have a vehicle. This is an equitable way for everyone to help bear the burden of transportation costs. If you bring extra people over increments of 7, you may be responsible for helping to secure and pay for an additional vehicle for the camp week. The churches that are bringing extra people will be responsible for making the arrangements for van rental and delivery.

Van Rental

If you need to rent a van, we recommend that you call Tennessee Car and Van Rental. They have offices in both Murfreesboro and Nashville, and offer delivery and pick up right to and from camp. At least one to three month advance notice on rentals is advised. For more information, please contact Bill in Nashville at 800-254-1632 or Glenn in Murfreesboro at 800-895-0045 and be sure to tell them you are with Mountain T.O.P.

Tennessee Tax Numbers

Note that may help to reduce cost further: In the state of Tennessee, your church must have a Tennessee tax number in order to defer sales tax. The rental of these vans will be taxed if you do not have a Tennessee tax number. To apply for a tax number, please contact:

State of Tennessee
Department of Revenue
Andrew Jackson Office Building
Nashville, TN 37242
615-741-2594

First Aid Kit Requirements

*Each vehicle must have a complete First Aid Kit.
Mountain T.O.P. will be responsible for restocking all kits as needed.*

Must Have-Items

Band – Aids	Ace Bandage
Sterile Gauze Pads	Tweezers
Antibiotic Ointment	Anti-itch Cream
Hydrogen Peroxide	Non-aspirin Pain Reliever
Rubbing Alcohol	Cold Medication
Cotton Swabs	Antihistamine pills
Scissors	Small Ziploc Bags (2)
Adhesive Tape	

Desired Items

Thermometer	Heartburn/Gas
Laxative	Topical Ointment
Throat Lozenges	Other Medication(s)
Anti-Diarrhea	Muscle Pain Reliever

Van Bucket Tools

*The following is a list of tools needed **FOR EACH VEHICLE**.
Please put all of these tools in a “van bucket” to keep them organized.
During the week they will **STAY** in your vehicle.*

TOOL	per VAN	NOTES
2-cycle oil mixture	1	bottle
Carpenter's Level	1	
Chalk Line	1	with chalk
Cooler - Water	1	2 gallon
Cooler - Ice Chest	1	48 qt for lunch each day
Drop Cloth	2	for painting
Extension Cord	1	50' +
First Aid Kit	1	see list for requirements
Hammer	5	16 oz +
Hand Sanitizer	1	medium sized bottle
Measuring Tape	2	16' +
Paint Brush - Big	4	
Paint Brush - Small	3	
Paint Roller	3	
Paint Roller Pad	6	
Paint Scraper	5	wide and thin
Paint Tray	3	
Power Drill	1	with bits
Putty Knives	3	
Rags	10	bring them clean
Paint Roller Extension	2	optional
Ropes or bungee cords	some	for tying down ladders
Safety Goggles	2	
Saw - Circular	1	with extra blade(s)
Saw - Hand	1	
Screwdrivers - Flat	2	
Screwdrivers - Phillips	2	
Scrub Brush	1	
Square, or Speed Square	1	
Utility Knife	1	
Wasp/Bee Spray	2	
Weedeater - gas powered	1	with extra spool of string
Work Gloves	7	

*This cooler will not stay in your van all week. You will turn drop it off in the

evenings and pick it up in the mornings so the kitchen staff can fill it with your lunch.

Community Tool Shed Tools

The following is a list of tools needed for the COMMUNITY TOOL SHED and made available as needed to all YRGs throughout the week. They will be divided out to return with you at the end of the week.

TOOL	1 per X people	SPECS
Axe	10	double headed if possible
Clipper - hedge	6	
Hatchet	10	quality
Hoe	10	
Ladder - step	10	8' +
Mattock	10	quality
Pick	10	quality
Post Hole Digger	10	quality
Pruner - Hand	8	
Pruning Shears	6	
Rake - gravel	10	
Rake - leaf	10	
Saw - Pruning	6	
Shovel - flat	10	quality
Shovel - spade	10	quality
Sledge Hammer	20	quality
Swing Blade	6	quality (bolted in blade)

Tool Process

1. Projects planned cannot be accomplished without the appropriate tools. The tool list has been put together based upon years of experience. Please bring all the tools requested. Extra tools are always welcomed. Use your judgment about how many tools to bring if your group size falls outside the numbers given on the tool list. (Example: If you have 7 in your group and the tool list requests 1 axe per 5 people, try to bring 2.)
2. It is possible that a tool may be broken during the week. Please take the time to collect tools that are in good working condition. If we cannot fix it, we will be sure to send the pieces home so that this option can be pursued.
3. The key to getting tools back to their owners is proper identification. This means color-coding ALL of your tools well, including the ones in your vehicle(s). It is also a good idea to put the names on the tools and to place the color in an area

where it won't be worn off. This makes separation easier at camp and at home. Your tool color will be assigned in late March. There will not be time to color code your tools after arrival, so please come prepared.

Options for color-coding tools:

Colored Tape

a.

Spray Paint

b.

with Brush

c. Paint

5. Any power tools, such as reciprocating saws, chain saws, drills, and even tool boxes are extremely helpful and can be lent out at your discretion.
6. One adult volunteer from your group needs to serve as your tool contact. The contact person may fulfill this role, if you want. On Wednesday both the tool contact and a staff member at the tool shed will inventory the tools. A master tool list will be prepared with copies kept by the staff. This same master tool list will be used to return the tools back to the churches on Friday.
7. We know that it is a huge task to collect, mark and travel all of these tools. We are doing what we can to build up a sufficient inventory of tools in the two Mountain T.O.P. tool sheds so one day you will only have to bring van buckets. Until we have reached our goals, each year we will ask if you can donate a few tools. As more are donated, the Community Tools list will become smaller. We will start with the larger tools and work our way down the list. (For i.e. you no longer have to bring wheelbarrows, because of this process) Feel free to donate any tools!

What to Bring

Must Haves:

- Work clothes for one week
- Casual clothes for one week
- Bedding for a twin bed: sheets and blanket or sleeping bag
- Pillow
- Bath Towel
- Toiletries
- Shower Sandals
- Rain Gear
- At least one long-sleeve shirt, jacket or sweatshirt for possible cold evenings
- Sunscreen
- Bug Repellent
- Flashlight
- Hat or visor
- Bible
- Pen / pencil
- Watch (so you can be on time)
- Closed-toe shoes / work boots

Optional:

- Portable camp chair for more comfortable seating than the ground offers
- Fan (might need small extension cord for it)
- Spending money for canteen, camp store (T-shirts and other items will be sold, local dairy bars, local shops, etc.)
- Musical instrument (if you play one)
- Plastic bags for wet, soiled or filthy clothing

Special Notes:

- Required during workday
 - Service Project - Long pants, closed-toe shoes or work boots and shirts with at least short sleeves
- 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 time at camp. Laundry facilities are not available.
- Please leave valuables at home and/or locked in vehicle for the week. This includes expensive jewelry, iPods, and large amounts of cash. Although we do the best we can, we cannot always ensure the security of the facilities.
- There are no separate sleeping accommodations for married couples.

Medical Information Form

(One copy plus the original must be brought to camp for each participant)

This form must be FULLY completed.

Last Name _____	First _____	MI _____
Address _____	City _____	St _____ Zip _____
Phone _____	Occupation _____	
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.		

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

Statement of Activities and Release Form

(One copy plus the original must be brought to camp for each participant)

This form must be FULLY completed.

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

Volunteers will participate in (but will not be limited to) yard work, porch and steps repair, flat roof painting and repair, outhouse construction, winterization projects, painting, cleaning, insulation, window repair/replacement, and other minor home repairs as need determines and are within the capability of the volunteer service team. These activities include may include the use of hand tools and the handling of materials and supplies. Power tools will only be used under the direct supervision of an adult and then only if the individual has the necessary skills to appropriately handle the power tool. Participants are never forced or required to engage in any work or activity in which they feel they are not able to participate safely.

YSM participants understand that photos and video may be taken during the course of the camp week that may be used by Mountain T.O.P. in the future promotion of our ministries and programs.

Participants are expected to follow all guidelines of participation, philosophies, and expectations set by the organization and camp staff. Participants are expected to follow all camp guidelines, philosophies, and expectations set by the ministry and camp staff. Examples of unacceptable behavior include sneaking out after lights out, violating the tobacco policy and other Mountain T.O.P. policies, going to places in the area which have been identified by camp staff as dangerous, and being disruptive to the camp life.

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

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

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

Adult Group Leader (Print full name): _____

and

MTOP Camp Director (Print full name): _____

to give such consent for us in the event that we are not readily accessible by phone. If in the event it becomes necessary for either of the identified persons to give consent for us, we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from giving such consent. We understand that Mountain T.O.P. requires proof of personal insurance or acknowledgement of financial responsibility for all medical expenses. We agree that our insurance company (if applicable) will be used for all necessary medical expenses and we are aware that we may be billed by the medical provider for any medical expenses not covered by our personal insurance policy and will be responsible for payment of those expenses.

This is the _____ day of _____, 2007.

Signature (Participant)

Signature (Parent or Guardian if participant is a minor)

THIS FORM MUST BE NOTARIZED for anyone under the age of 18:

Subscribed and sworn to before me this _____ day of _____, 2007

Notary Public signature

My commission expires: _____

Notary Public seal or stamp required above

Adult Self-Screening Form

Camp week _____ Camp _____

Church _____

Last Name _____ First _____ MI _____

Address _____ City _____ St _____ Zip _____

Phone _____ email _____

Occupation and Employer _____

Social Security Number _____ Date of Birth _____

Driver's License number _____ Issuing State _____

If you will be driving during the camp week, you must fill out the following two lines:

Car Insurance Company _____

Policy # _____ Phone _____

Circle One

1. Have you ever been convicted of a felony? Yes No
2. Have you ever been convicted or formally accused of any sex related or child abuse offense? Yes No
3. Have you had a background check completed within the past 3 years to verify the responses to the above questions? Date of check ____ / ____ / ____ Yes No
4. Have you participated in Safe Sanctuary or a 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 NO to question #3, you must have a background check completed before arrival to camp. If your church does not offer this service, Mountain T.O.P. will have one processed. You will need to reimburse Mountain T.O.P. for this cost; fees vary by state.
- YES, we need Mountain T.O.P. to process a background check for me.

I fully support Mountain T.O.P.'s effort to increase the probability of having a safe environment in our camp week for youth to perform mission work without fear of irresponsible adults who may take advantage of them or put them at risk of being hurt. I certify, to the best of my knowledge, the information that I have provided on this form is true and accurate. I authorize any investigation, including a background check, of any or all statements made on this form.

Print Name _____

Signature _____ Date _____

Contact Person Signature _____ Date _____

Senior Pastor Signature _____ Date _____

Youth Abuse Prevention Policy

“Safe Sanctuary” for Mountain T.O.P., Inc.

Introduction: Mountain T.O.P. (MTO) is an ecumenical faith-based Christian organization, affiliated with The United Methodist Church and holds a covenant relationship with the Tennessee Conference of the United Methodist Church. The ministry agrees with the following statements of the General Conference and the policies and procedures that it recommends. The General Conference of the United Methodist Church, in April 1996 adopted a resolution aimed at reducing the risk of abuse of children and youth in the church. This would include sexual, emotional, physical, and ritual abuse, and neglect. The adopted resolution includes the following statement:

Jesus said, “Whoever welcomes a child...welcomes me” (Matthew 18:5). Children are our present and our futures, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, “If any of you put a stumbling block before one of these little ones...,it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea” (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of the United Methodist Church state “...children must be protected from economic, physical and sexual exploitation, and abuse” (Paragraph 161C).

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse (“ritual abuse” refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be) occur in churches, large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church, and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong.

(From *The Book of Resolutions of The United Methodist Church – 2000*; pp. 180-181.
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Thus, in covenant with the Tennessee Conference of the United Methodist Church, and in commitment to the church universal and to God Almighty, Mountain T.O.P. adopts this policy for the prevention of abuse of youth at our camp locations, worksites, and en route to and from our worksites. The purpose and intent for establishing this Youth Abuse Prevention Policy (including the Mountain T.O.P. Operating Procedures) is to demonstrate the absolute and unwavering commitment of MTO to the physical safety and spiritual growth of all of youth participants.

Statement of Covenant: Therefore, as a Christian ministry of faith and service to God and others, we, Mountain T.O.P. pledge to conduct the ministry of the Gospel in ways

that assure the safety and spiritual growth of all of our youth participants, summer staff, administration, and people for whom we provide home repairs. We will follow reasonable safety measures in the selection and recruitment of staff; we will implement prudent operational procedures in all programs and events; we will educate all of our staff and administration regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs. We will strongly encourage each church participating in the ministry of Mountain T.O.P. to establish its own “Safe Sanctuary” policy and procedures.

Conclusion: In ministry to and with youth, Mountain T.O.P. is committed to demonstrating the love of Jesus Christ so that each youth will be “...surrounded by steadfast love, ...established in the faith, and confirmed and strengthened in the way that leads to life eternal” (From “Congregational Pledge ,” “Baptismal Covenant II,” The United Methodist Hymnal, p. 44).

Endorsed by:

Mountain T.O.P. Board of Directors

Adapted from Youth Abuse Prevention Policy, Safe Sanctuaries for Youth; Reducing the Risk of Abuse in Youth Ministries by Joy Thornburg Melton, Discipleship Resources 2003.

Directions to Camp

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

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

Baker Mountain, instead of a street address enter: Baker Mountain Rd & D Slation Rd
Then fill in: Spencer, TN 38585

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

Cumberland Pines, instead of a street address enter: Old State Hwy 56 & State Hwy 56
Then fill in: Altamont, TN 37301

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

- ❖ Here is our version of the driving directions to a Mountain T.O.P. camp:

Cumberland Pines

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!

Baker Mountain

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

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

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

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

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

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