Greetings, Contact Person!

Welcome to the guide with the resources you’ll need to register for Mountain T.O.P. in 2020! We are thrilled that you are considering a mission trip with us. We appreciate all the time, energy, and resources that you will be investing in coordinating a trip to Mountain T.O.P. It is no easy task but it certainly has a significant and meaningful impact on everyone involved.

Here are a few important highlights about our programs:

- As you may notice, our camper fees have risen this year. This fee increase is one part of a greater initiative to support the purchase of high quality building materials that we use for our service projects. In order to make a more sustainable impact with our construction projects, we are looking at ways to draw upon several sources to help us use more pressure treated materials where practical.
- In 2019, we lowered the minimum age for participation for Youth Summer Ministry (YSM) to rising 7th graders. However, to serve with Day Camp, participants must be rising 9th graders or older.
- We are no longer hosting Neighbors Helping Neighbors program. Instead, we are offering a scholarship program for churches who fit the same requirements. See page 8 for more details!
- We will again be doing online registration and payment through RegPoint. Your camper fee will increase if you choose to make all payments online. See page 10 for instructions on creating your account and registering.

As the Contact Person, your responsibilities are:

- To communicate with the Mountain T.O.P. staff frequently,
- To ensure that payments and paperwork are submitted on time,
- To train your participants before arrival

I am here to 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 2020.

It is by the grace of God that we are able to be part of the good work happening across the Cumberland Plateau. We can’t wait to see you on the Mountain in 2020!

Thankful to serve with you,

Rachael Osborn
Senior Program Manager
rachael@mountain-top.org
(931) 692-3999
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 farms, 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 participants with the Day Camp children, giving the YSM participants the opportunity to grow in their leadership and mentorship skills. For this reason, we require that YSM participants to be rising 9th graders or older.

**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 an opportunity to meet together for a time of discussion and reflection once a week during free time.

**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 information, which is part of the Contact Person Resource Guide.
# Summer Schedule

<table>
<thead>
<tr>
<th></th>
<th>Youth Summer Ministry (Cumberland Pines)</th>
<th>Youth Summer Ministry (Baker Mountain)</th>
<th>Senior High Camp (Cumberland Pines)</th>
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<tbody>
<tr>
<td><strong>Week 1</strong>^</td>
<td>Service Project</td>
<td>Service Project</td>
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<tr>
<td>June 7 - 13</td>
<td>Day Camp</td>
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<tr>
<td><strong>Week 2</strong>*</td>
<td>Service Project</td>
<td>Service Project</td>
<td>Service Project</td>
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<tr>
<td>June 14 - 20</td>
<td>Day Camp</td>
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<tr>
<td><strong>Week 3</strong></td>
<td>Service Project</td>
<td>Service Project</td>
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<tr>
<td>June 21 - 27</td>
<td>Day Camp</td>
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<tr>
<td><strong>Week 4</strong>+</td>
<td>Service Project</td>
<td>Service Project</td>
<td>Service Project</td>
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<tr>
<td>June 28 - July 4</td>
<td>Day Camp</td>
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<tr>
<td><strong>Week 5</strong></td>
<td>Service Project</td>
<td>Service Project</td>
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<tr>
<td>July 5 - 11</td>
<td>Day Camp</td>
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<tr>
<td><strong>Week 6</strong>*</td>
<td>Service Project</td>
<td>Service Project</td>
<td>Service Project</td>
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<tr>
<td>July 12 - 18</td>
<td>Day Camp</td>
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<tr>
<td><strong>Week 7</strong>^</td>
<td>Service Project</td>
<td>Service Project</td>
<td>Adults in Ministry weekend</td>
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<tr>
<td>July 19 - 25</td>
<td>Day Camp</td>
<td></td>
<td>July 23 - 26</td>
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*Safe Sanctuary guidelines apply (Youth Summer Ministry, only)*

^Scholarships for camper fees available

+Discount week! (Youth Summer Ministry & Senior High Camp)
Program Requirements & Descriptions

All Programs

- **Vehicles**
  - 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.

- **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.

- **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.

**Youth Summer Ministry (YSM)**

- Youth Summer Ministry participants must be **rising 7th graders or older**.
- 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.

- **Adult:Youth Ratio**
  - Weeks 2 and 6 are Safe Sanctuary weeks. During these weeks, 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 6 must abide by these guidelines.
  - During all other weeks, there must be a ratio of at least 1 adult (25 years & older) for every 5 youth.

- **Participation in Day Camp**
  - Participants in Day Camp must be at least **rising 9th graders or older**.
  - 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.
  - 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 12:30 p.m. CST on Sunday to 10:00 a.m. CST on Saturday, no exceptions. Full participation is expected from all, at all times.
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 participants must be rising 10th graders or older.
- Adult:Youth Ratio
  - There must be a ratio of at least 1 adult (25 years & older) for every 5 youth.
  - If your church requires a stricter adult:youth ratio, you are welcome to do that since you will be working together.
- Groups will stay together and not mix with other groups for their service experience to create Ministry Production Teams (MPTs). The ideal Ministry Production Team (MPT) size is 7 participants to keep everyone engaged and contributing to the experience.
- Service Project may include larger-scale home repair projects, depending on the skill level of the group.
- The week is from 12:30 p.m. CST on Sunday to 10:00 a.m. CST on Saturday, no exceptions. Full participation is expected from all, at all times.
Costs & Deadlines

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

Prices
- $385: First-time churches regardless of payment method
- $405: Returning churches who make all payments by check
- $415: Returning churches who make all payments by card
- $350: All churches, Week 4 only

Discounts
- Free: 1 Contact Person
- Free: 1 Clergy Person
- $385: Former MTOP staff

<table>
<thead>
<tr>
<th>Registration opens</th>
<th>October 15</th>
<th>$25/person – new church</th>
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<tr>
<td></td>
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<td>$45/person – returning churches paying by check</td>
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<td></td>
<td></td>
<td>$55/person – returning churches paying by card</td>
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<tr>
<td>2nd Payment</td>
<td>December 15</td>
<td>$120/person</td>
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<tr>
<td>3rd Payment</td>
<td>February 15</td>
<td>$120/person</td>
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<tr>
<td>4th Payment</td>
<td>April 15</td>
<td>$120/person</td>
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*Churches who register later will have a modified payment plan that works for your group.

YSM Scholarships Available
During YSM Weeks 1 and 7 Mountain T.O.P. is offering a discounted camper fee for those who meet and agree to the following requirements. The intent of this scholarship is to make serving with Mountain T.O.P. as accessible as possible, especially for local and small churches who are serving with us for the first time. If awarded, groups will attend for $250/participant.

Requirements
Churches applying for scholarships must meet at least one of the following:
- Located in Mountain T.O.P.’s Service Area: Grundy, Marion, White, Warren, Bledsoe, Sequatchie, and Van Buren counties of Tennessee
- Have an average Sunday attendance of 100 people or less

The number is scholarship spots is limited per week, and receivers of the discounted price will be awarded on a first come first serve basis. Preference will be given to
first-time churches. Once your initial registration is received indicating that your church is applying for discounted fees, a link to a separate online application will be sent to you. If approved, an invoice and an adjusted payment plan will follow.
Registration Information

- Registration will open on **October 15, 2019 at 10:00 am, CST**.
- 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 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.
- 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.

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. Remember, Day Camp participants must be rising 9th graders.
  - 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.
Registration & Payment Instructions

To Get Started
- Login to RegPoint and create an account.
- On the “My Account” page, the Contact Person will add themselves as a “Participant.” DO NOT add every individual as a participant online, only the Contact Person.
- The Contact Person of the group creates an account on RegPoint and will register on behalf of the entire group.

Deposit: All initial registrations will 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.
  - 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 paying by check:
  - Please return your completed invoice and check by the payment deadline.