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Greetings, Contact Person!

Welcome to the guide with all the resources you’ll need to register for Mountain T.O.P. in 2022! 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. COVID-19 has changed our world and our programs along with it. We are hopeful that 2022 will be a healthy, safe summer and more similar to the YSM experience of tradition.

Here are a few important highlights about our programs:

- In the hope of creating a safer and more welcoming environment, we will begin operating under Safe Sanctuary guidelines during all camp weeks. If you have concerns about meeting Safe Sanctuary adult requirements, please contact me.

- The circumstances of the COVID-19 pandemic are constantly changing. We are planning for the summer of 2022 with the hope of returning to a “normal” summer without the need for COVID-19 protocols; however, we understand that procedures and guidelines may need to be reevaluated in accordance with health & safety circumstances leading up to camp.

- 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.

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. Our hope is to offer more flexibility in our logistics process as we continue to adapt our programs for the ever-changing realities. More preparation materials and updated training guides will be released and we will hold virtual Town Halls in early 2022.

It is by the grace of God that we continue to be part of the good work happening across the Cumberland Plateau. We can’t wait to see you on the Mountain in 2022!

Thankful to serve with you,

Kristin Guglielmo
Logistics Coordinator
kristin@mountain-top.org
t: 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 organizations, churches, government offices, businesses, and community leaders to help develop the communities in which we work.

Mountain T.O.P. values faith, transformation, stewardship, and connection. We approach our work from a Christian faith perspective, but it is never a prerequisite for those who participate in our programs. We desire to operate in a way that aligns with the teachings of Jesus, acting in a way that centers the message of love and justice. Because we believe in the gospel, we desire to pursue the flourishing of all people in a holistic way. In all things, we take great care to wisely leverage our resources and cultivate generosity. We believe that connection is one of the greatest gifts within the Mountain T.O.P. community, and we seek to promote connection between people and God.

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.

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 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 individually, in a small group, or as a whole community. Each day starts with an individual devotional time with material provided, during the day a staff member will lead a small group discussion on-site with the Youth Renewal Group (YRG), and each evening ends with a time of sharing and a time of corporate worship. Churches will also have an opportunity to meet together for a time of discussion and reflection once a day during free time.

Safety
Mountain T.O.P. is committed to creating a safe environment—physically, socially, emotionally, and spiritually—for all involved. We will be following Safe Sanctuary guidelines during all camp weeks beginning this summer. These standards for appropriate adult behavior are outlined at length in the Creating Safe Communities information, which is part of the Contact Person Resource Guide. 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. Adults and youth will have separate shower times. We trust that groups will appropriately screen their adult participants for the safety of the camp community.

COVID-19 Protocols Last updated March 2, 2022
We are paying attention to CDC guidelines and best practices recommended by the American Camping Association as we make plans for our programs in 2022. Based on the uncertainty surrounding the future circumstances of the pandemic, we will be reevaluating the need for COVID-19 protocols throughout the year. As of right now, our plan is to complete health screenings for all participants before and upon arrival to camp. You can read more about our protocols for the summer of 2022 on our website.
Program Requirements
Youth Summer Ministry (YSM)

- Youth Summer Ministry participants must be **rising 7th graders or older**.  
  - Participants in Day Camp must be at least **rising 9th graders or older**.

- Groups will **mix** to create Youth Renewal Groups (YRGs)—both for Service Project and Day Camp.

- Adult : Youth Ratio
  - There must be **2 adults for every 5 youth**. One adult must be at least 21 years old, the other at least 25 years old. Groups must abide by these guidelines. If you think that your group will struggle to have the correct number of adults, please contact Kristin (kristin@mountain-top.org).

- Vehicle Requirements
  - **Service Project**:
    - If participating in Service Project, you must provide one 7-passenger vehicle for every seven participants. This allows seven team members, tools/materials, and a cooler for lunch to be transported to and from the work site. Each vehicle must have **seatbelts for seven people at a minimum**. Vehicles with roof racks are recommended, but not required.
  
  - **Day Camp**:
    - If participating in Day Camp, you must provide one 12 or 15-passenger vehicle for every seven participants. This allows for the team of about seven people to pick up 5-7 children from the community every day for camp. Each vehicle must have seatbelts for 12 people at the minimum, but seatbelts for 15 people 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 Contact Person Resource Guide.

- 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. and current within 3 years. If participants need Mountain T.O.P. to run a background check for them, they cost $10/person.

- Mountain T.O.P. does not discriminate on the basis of race, age, gender, creed, national origin, sexual orientation, or ability.
Dates & Fees

Summer Schedule:

- **Week 1**: June 12 - 18
- **Week 2**: June 19 - 25
- **Week 3**: June 26 - July 2
- **Week 4**: July 3 - 9 (*discounted rate!*)
- **Week 5**: July 10 - 16
- **Week 6**: July 17 - 23

*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:

- $385: First-time churches regardless of payment method
- $405: Returning churches regardless of payment method

Discounts:

- Free: 1 Contact Person
- Free: 1 Clergy Person
- $385: Former MTOP staff
- Week 4: $325

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
<th>Payment Amount</th>
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<tbody>
<tr>
<td>Priority Registration:</td>
<td>January 15</td>
<td>$25/person – new church</td>
</tr>
<tr>
<td>September 29</td>
<td></td>
<td>$45/person – returning church</td>
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<tr>
<td>General Registration:</td>
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<tr>
<td>October 13</td>
<td>March 15</td>
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<td>2nd Payment</td>
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</tr>
<tr>
<td>3rd Payment</td>
<td>May 16</td>
<td>$180/person</td>
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* Churches who register later will have a modified payment plan that works for your group.*
Scholarships Available

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 of 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 in two waves.
  - Priority Registration will be exclusively for returning churches and groups. Registration for these churches will start on Wednesday, September 29, 2021 at 10:00 am, CST.
  - General Registration for first-time churches and all other groups will be available starting on Wednesday, October 13, 2021 at 10:00 am, CST.

- Once a registration is received, the Contact Person will be invoiced for the deposit amount. Deposits will not be due until January 15, 2022. We have changed this policy because we understand that churches may not be in the financial position to make such payments. Further, churches can decrease their group number between the time of registration and January 15, 2022 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 January 15, 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.
Registration & Payment Instructions

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/ETjTH9ZZ to begin, or any of the “Register Now” links on our website.

- Begin by choosing your desired camp week.

- Next, you will enter the number of participants you are registering for each program. 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 2 free spots, one for the Contact Person and one for an on-staff clergy 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.
  - If your Contact Person is also clergy, please select “1 Contact Person.”

- 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. Kristin will email you an invoice for your group’s payment, which can be paid by credit card, bank transfer, or check. Deposits are due by January 15, 2022.