



McCurdy Ministries

The McCurdy VIM Team Member Handbook

Revised December 2016

The following items are included in the McCurdy VIM Team Member Handbook:

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| <input type="checkbox"/> Things we need our volunteers to know | <input type="checkbox"/> VIM Covenant Agreement |
| <input type="checkbox"/> Guidelines for VIM Teams | <input type="checkbox"/> Emergency Contact Information |
| <input type="checkbox"/> Local points of interest | <input type="checkbox"/> Medical and Liability Release Form |
| <input type="checkbox"/> Safe Sanctuary Training Instructions | <input type="checkbox"/> Parental Consent Form |
| <input type="checkbox"/> Individual VIM Application | |

As you have read or completed each form or training please check off the item off this checklist to help your VIM Team Leader know that you have completed the preparation for a McCurdy VIM.

A brief McCurdy history

United Brethren Deaconess Mellie Perkins founded McCurdy School in 1912 in Velarde, just north of Española. The first day of school Ms. Perkins had four students and over the century since McCurdy has educated thousands of outstanding students including doctors, nurses, teachers, social workers, scientists, counselors and engineers. McCurdy has been at its current location in Santa Cruz since 1915. Over the years, properties and buildings were added, so the school now consists of about 44 acres and 40 buildings. Maintaining our buildings and our ministries provides opportunities for Volunteers in Mission Teams to be the hands of Christ and make significant contributions to our mission. Our volunteers lift our hearts, help carry our load, make a difference for our children and save us thousands of dollars in maintenance costs each year.

McCurdy was started in 1912 as a United Brethren mission school. Generations of students have learned academic, life and faith skills on our 29-acre campus. In August of 2012, we became the landlord for McCurdy Charter School (MCS), a public school which now has 550+ students, directly responsible to the New Mexico Public Education Department. At that time the United Methodist ministry took the name McCurdy Ministries and we became an educational support nonprofit. In the spring of 2017 a new classroom building on the west side of our campus will be completed and MCS will have their own campus. McCurdy Ministries will become a Community Center and our mission will be to “help the students and families of the Española Valley to succeed in school and in life.” We will continue our ministries with MCS students including Project Cariño, our mental health counseling program provided free of charge to MCS students and their families; After School Care; and the MCS breakfast and lunch program vendor. Through our Community Center we will expand our preschool, Camp Stars summer camp and youth programs. In addition, we will start new adult GED, literacy and parental support groups. We will also expand our Volunteers in Mission Program to include mission trips and retreat ministries all year long. Our ministry is rapidly changing and expanding so it is an exciting time for our volunteers to plan a VIM trip to McCurdy! All of our programs are based on our Christian faith and our desire to be the hands of Christ to Española Valley students and their families.

The United Methodist community in Española

Valley View UMC and Santa Cruz UMC are the two United Methodist Churches in Española. As the programs at the McCurdy Ministries Community Center grow we are planning to expand the cooperative ministries the churches and McCurdy do together. For our volunteers it is important to know both Valley View UMC and Santa Cruz UMC love to welcome McCurdy volunteers to their Sunday morning worship services.

Northern New Mexico natural, historical, cultural and scientific opportunities

One of the wonderful aspects of McCurdy’s setting is the abundance of opportunities to interact with nature, Hispanic, Native American and Anglo culture, history, art and science. The Española Valley is surrounded on the east by the Sangre de Cristo Mountains and on the west by the Jemez Mountains. Flowing through the valley is the Rio Grande River. The mountains and rivers provide wonderful opportunities for hiking, rafting and enjoyment of God’s creation. If you plan to take your group on a hike please ensure that you have experienced leaders, maps, water, ponchos, food and

first aid supplies so that your hike doesn't end in mishap. There are a number of river rafting companies based out of Taos (45 minute drive) that can ensure a fun yet safe experience on the river for your group. Santa Fe (30 minute drive) and Taos are both wonderful sites with historical, cultural, art and dining opportunities for your group. Los Alamos (30 minute drive) is one of the scientific centers of our country.

Things we need our volunteers to know...

VIM mission and work

Volunteers in Mission Work Teams are made up of adults and youth who feel called by God to go out in mission to be the hands of Christ to heal a hurting world. VIM Teams are sponsored by local churches, districts and conferences. Participants stay at McCurdy for a week doing maintenance, repairs, improvements, administrative and program work and community service. Sometimes VIMers participate in off-campus projects at one of the local United Methodist churches. The only requirements to be a volunteer are a willingness to serve and the skills and capacity to perform the necessary labor. If possible, we ask our VIM Teams to provide funds to help purchase materials for the projects they work on. These projects may include construction, painting inside and out, cleaning, waxing floors, cutting weeds, mowing and landscaping, and office work or program work. Projects vary from year to year. Large groups often complete a project, while smaller groups do part of a project. ALL of our volunteers help to maintain and improve our ministry in the name of Christ.

VIM educational opportunities

Volunteers also learn about McCurdy's mission, history and the people we have served since 1912. Each participant will learn about McCurdy's contribution to the religious, educational, and cultural life of northern New Mexico. While staying in the retreat center, eating and working on our campus, our volunteers become aware of the quality of the McCurdy program and the needs of the students, families and community.

VIM fun

On your afternoons and evenings off all our VIM Teams are urged to visit nearby historic and cultural sites to learn about our area. Within 25 miles of Espanola are major sites representing the prehistoric, colonial, pioneer and atomic ages. We encourage you to go to the New Mexico tourism site at <http://www.newmexico.org/> to learn more about the exciting places you can visit while at McCurdy.

Your schedule while at McCurdy

The time you spend at McCurdy will be divided among work projects, worshipping God, fellowshiping with your team and McCurdy staff, learning about McCurdy's mission and visiting places of cultural and historic interest. Making a difference in the name of Jesus through your work is a top priority for your trip. Most work is done in the morning and early afternoon. VIMers work Monday, Wednesday and Friday from 8 AM to 3:30 PM, and Tuesday and Thursday from 8 AM to noon. This gives our volunteers ample time to visit northern New Mexico. At 8 AM following breakfast, participants gather at the cafeteria to receive assignments for the day and to meet the McCurdy staff assigned to help our volunteers complete their projects. The day ends with the return of tools and materials to the maintenance shop at 3 PM. By this time, paint brushes and any dirty tools should be cleaned and supplies, especially paint cans, are to be closed and stored properly. Cleanup should be completed by 3:30 PM. Skilled workers may wish to use their own tools, and of course this is encouraged. If you are in a position to donate tools and paint supplies that would be wonderful! If your VIM Skills Survey is returned to us **EARLY**, at least 30 days before your arrival (the form deadline form is two weeks before arrival), we can be more specific about your work assignment so you can plan what tools to bring with you.

Your VIM preparation

We ask our volunteers to mentally, physically and emotionally prepare for their time at McCurdy. You will:

- Do hard physical work and activity if you are able.
- Meet people with a different cultural outlook who may speak a different language than you do.
- Live under our house rules which may not be the rules at home.
- Work at high altitude in low humidity.
- Need to bring water bottles and sunscreen. Dehydration and sunburns happen quickly at our altitude.

Guidelines for VIM Teams

The VIM Team Leader and all the adults on the team are responsible for the welfare of the team. **McCurdy staff will be your hosts** while on our campus. They will give leadership to work projects, orient your group and lead a tour of the campus. Please follow their guidance and suggestions regarding team conduct. As employees, the maintenance staff is responsible for projects, tools and materials please follow their directions. If you do not understand their directions please talk with the Maintenance Director immediately.

ALL adults and youth are expected to observe campus rules and regulations.

1. We hope your VIM week will be a faith building experience for your entire team. We encourage your team to have daily devotionals, group worship, prayer time and journaling time while on our campus.
2. The adult to youth ratio for a McCurdy VIM is one adult to every four youth. The Team Leader and adults are responsible for the youth at all times whether youth are at a meal, working, in the retreat center or visiting a tourist attraction.
3. Quiet hours at the retreat center are from 10 PM to 6 AM.
4. Please use the front doors of retreat center only. Other entrances are emergency exits. This is a security measure to protect you and your belongings.
5. Groups will provide dining room and kitchen help as directed by the kitchen supervisor.
6. Shoes and shirts must be worn in the dining room. No hats, tube tops, short shorts or halter tops. Closed toe shoes are required.
7. Be on time for all meals, meetings and activities.
8. In case of illness or injury, no matter how slight, report immediately to the nearest team leader.
9. Wear head covering during the day to protect from sunstroke. **DRINK A LOT OF WATER** and wear sunscreen!
10. Wear comfortable and protective **closed-toed** shoes on work projects. For your safety, you will not be allowed to work in flip-flops, sandals or barefoot.

Check in and check out procedures

1. The Pilling Robinson Retreat Center is located on the left hand side of McCurdy Road, about ¼ mile from State Road 76. There is an 'entrance only' sign, and a red gate. The gate will be open for you so that you can park in front of the retreat center which is on the right.
2. Groups are responsible for any damage to the facilities. If you note any damage, report it at once to Vickie Luviano, volunteer manager, at 505-927-3683 or to Robert DeVargas, maintenance director, at 505-991-2954. The first day, one or two team members will be asked to do the laundry from the previous week's teams. Laundry facilities are in the north and south wings of the retreat center. If volunteers desire to do laundry while at McCurdy there is a 50 cent charge to wash and 50 cent charge to dry for each load if doing personal laundry.
2. At check-out time, place all linens, with the exception of mattress pads, quilts or blankets, in the barrels in the head of each wing. Have all team members remake their beds with clean linen which can be found in the dresser of each room so the retreat center is ready for the next team. The Team Leader is responsible to see that all common areas in each wing occupied, hallways, rooms and bathrooms are clean and the trash is emptied in all areas used by the team. Each room must be swept and mopped before leaving and the keys to each room are to be left on the dresser in the room. The Team Leader is asked to personally check each room for cleanliness and to insure the room keys have been left in the room.
3. You can receive mail while your group is at McCurdy. Mail arrives at the business office Monday through Friday. Your mailing address at McCurdy is: Your name, Group name or name of your church, c/o McCurdy Ministries, 362A S McCurdy Road, Española, NM 87532.
4. The retreat center's phone number is (505) 753-7221, ext. 232. Phone cards are needed for long distance.

What to Bring

Personal: Bring your personal toiletries (soap, toothpaste, drinking cups, cosmetics, etc.) Bedding and towels are provided.

Clothing: Bring work clothes that will stand up to paint, mud, dust and abrasion. Jackets, slacks/jeans, and long sleeve shirts may be needed for the cool evenings. You should also bring a hat and sunglasses. Shorts are permitted but not short shorts or cropped shirts.

Shoes: Bring comfortable, closed toe, protective shoes for your time on campus. While sandals may be great for tourist activities, closed toe shoes are required on campus.

Health Issues: All volunteers are required to fill out the Medical and Liability Release Form included in this packet. The Team Leader should familiarize him or herself with team members allergies, medicines and medical conditions and make sure each Team Member brings the medicines needed for the trip. The Team Leader should keep a file of each Team Member's forms readily available throughout the trip.

Equipment: We recommend you bring a water bottle, flashlight, Bible, pencil & paper, cameras, musical instruments, games and binoculars (for sightseeing).

Pool Information: In town there is one indoor and one outdoor swimming pool (cutoffs are not allowed). Pool fees are your personal responsibility.

Dress Code

We ask that you comply with the McCurdy Ministries dress code while on our campus. This dress code applies to adults as well as youth. Pants must be worn at the waistline. Shorts must not be shorter than mid thigh. Mesh shirts, cutoff tops, tank tops, spaghetti strap tops and exposed sports bras/tube tops are not allowed. No skin should show in the midriff or back. Please do not wear clothing that displays words or symbols about drugs, alcohol, tobacco, violence, racism, death or satanic symbols. Women are asked to use modesty when it comes to the neckline of tops. Camouflage clothing is not allowed.

Emergency Information

Española Hospital, main number: 505-753-7111. Aspen Urgent/Walk-in-Care: 505-747-6939

Pharmacies: Wal-Mart-505-747-0427. Walgreen's Drug Stores 505-753-6993. Espanola Police: 911.

Local points of interest

Please note all entrance fees are the responsibility of the participants. Time estimates are for round trips.

Pueblos: San Juan, Santa Clara, San Ildefonso, Pojoaque, Picuris, Taos, Nambé (half to full day)

When Native American ceremonies are held, we encourage visiting groups to take the afternoon off to observe the dances.

Pictures are usually not allowed ~ you must have permission from the pueblo or your camera will be confiscated.

Chimayo: Hispanic weaving and Santuario de Chimayo (2 to 3 hours)

Bandelier National Monument: cliff dwellings and hiking trails (half day)

Los Alamos: the atomic city, Bradbury Science Museum (3 hours)

Santa Fe: oldest continuously occupied capital in the new world, numerous museums, shops, galleries and restaurants (half day)

Taos: Taos has galleries, shops, museums and restaurants and is a Spanish colonial town. Taos Pueblo is a few miles north of town (half day)

Truchas-Trampas-Penasco: high road to Taos, Hispanic mountain villages & scenery (half day)

Ghost Ranch: museum, hiking trail, labyrinth, Abiquiu and Echo Amphitheater (half day)

Pecos wilderness: high mountain hikes (one day)

Jemez Pueblo and Springs: high country trip (one day)

Restaurants: There are a wide variety of fast food and dine in restaurants in Española, as well as several that serve good northern New Mexico cuisine including Angelina's, El Paragua and La Cocina. We also recommend Rancho de Chimayo in Chimayo.

McCurdy VIM Team Member Application

This form is to be filled out by each team participant and kept in the VIM Leader's possession throughout the trip.

PROJECT DATES: _____ COST: _____ DEPOSIT: _____
Name: _____ Phone: _____
Cell phone: _____ Age: _____ Sex: _____
Email address: _____ Occupation: _____
Hobbies/interests: _____ Languages: _____
Missions experience & location: _____

Name of Church: _____ Pastor: _____

The deposit holds your place and is refundable until airline reservations are made.

1. Why do you wish to participate? (Please use separate page.)
2. Please indicate your state of physical and emotional health (the project and trip will include rigorous activity). Is there anything the team leader(s) should know regarding your health (allergies, diet, etc.)?

3. Please circle all applicable skills below and explain in detail where appropriate: Team assignments will be made based on this information.

Building/carpentry/masonry skills: Fair Good Excellent Professional Other _____

Health Care: Physician Nurse Dentist First Aid training CPR training Other _____

Teaching Health Care (be specific) _____ Other _____

Working with Youth: recreation storytelling art singing crafts Other _____

Singing skills: solo small groups total group only Instruments _____

Preaching devotionals willing to lead prayer _____

Photography _____

Keeping and publishing a team trip journal (explain) _____

Giving post-trip talks and powerpoints (elaborate) _____

Other skills and abilities that will contribute to the team experience: _____

I understand that team members must be cheerful, cooperative, flexible, and patient. I agree to cooperate with the team leader(s) and McCurdy staff concerning our life together, including daily assignments, food, lodging, and transportation and any other activities involving the team as a whole. I agree to stay with the team from the beginning to end of the trip (except as excused by the team leader), to abstain from the use of alcohol and tobacco while on the mission trip, and generally to behave in a Christian manner.

Applicant's Signature _____

Date _____

***When completed please give this application to your Team Leader.
This application is for the Team Leader's use in planning your trip to McCurdy.***

McCurdy Ministries VIM Covenant Agreement

This form is to be filled out by each team member. Copies of these forms are to be in the VIM Leader's possession throughout the trip.

I realize that the following commitment is crucial to the effectiveness, quality and positive expression of our mission together. As a participating member of a McCurdy Ministries Volunteers in Mission team, I agree to:

1. Lift up Jesus Christ with my thoughts, words, and actions. Volunteers who desire to serve at McCurdy are asked to show their faith and love by what they do, not by what they say. It is important to be extremely sensitive to the McCurdy mission context because we are in a public/private partnership with McCurdy Charter School and must respect state law in regards to faith sharing. Proselytizing, converting others to United Methodism, preaching and praying publicly are inappropriate.
2. Develop and maintain a servant attitude toward the people our team serves as well as toward each team member.
3. Pray for and support my team leader and his/her decisions.
4. Respect the host's religious views, realizing that different people have different expressions of faith.
5. Accept the ministry that is going on in the area where I am serving as well as the local approach to the mission, though it may differ from my own approach.
6. Strive for harmony among team members, McCurdy Ministries staff and the people McCurdy serves, keeping in mind local conditions and customs. To do this I will follow the teachings of Christianity, the Golden Rule, and local societal customs and laws; avoid local taboos; use common sense and good judgment in all things; be considerate, tolerant, and patient with other customs, beliefs, and needs; and generally set a good Christian example.
7. Abstain from using alcohol, tobacco, illegal drugs, and profanity; wearing inappropriate clothing; and engaging in other objectionable behavior, from the time of my departure until my return home.
8. Refrain from negativism and complaining. Travel and ministry outside my church may present unexpected and even undesired circumstances. However, my support and creativity will improve the situation.
9. Refrain from gossip. If it is not true, good, and positive, I will not say it.
10. Remember that I am a servant of Jesus Christ called to be in ministry with the host team. I will serve as best I can so that both the spiritual purpose and the task of the mission will be accomplished.

Signature

Date

Emergency Contact Information

This form is to be filled out each team member. Copies of these forms are to be in the VIM Leader's possession throughout the trip. The Team Leader should also leave a copy of this form with the local church in the event of an emergency.

Name (Full Legal Name)

Mailing address (Street, City, State, Zip) Date of birth (mm/dd/yyyy)

Home phone _____ Work phone _____ Cell phone _____

IN CASE OF EMERGENCY, CONTACT THE FOLLOWING:

Name _____ Relationship to missionaryer _____

Address (Street, City, State, Zip) Work phone _____

Home phone _____ Cell phone _____

IF UNABLE TO CONTACT THE ABOVE, CONTACT THE FOLLOWING:

Name _____ Relationship to missionaryer _____

Address (Street, City, State, Zip) Work phone _____

Home phone _____ Cell phone _____

OTHER INFORMATION YOU WISH TO ADD IF AN EMERGENCY ARISES:

Medical and Liability Release Form

*This form is to be filled out by every team member and given to the VIM Leader before departure.
All forms should be in the VIM Leader's possession throughout the trip.*

I (participant name) authorize (please list Team Leader name), if I am unable to do so, to consent to any necessary examination, anesthetic, medical diagnosis, surgery treatment and/or hospital care rendered to me under the general or special supervision and on the advice of any physician or surgeon licensed to practice medicine by the state in which he/she practices, during the duration of the trip identified below.

MCCURDY VIM Project _____ Dates _____

Home Physician _____ Phone _____

Medical Insurance Provider _____ Phone _____

Policy Number _____ Group Number _____

Allergies _____

Medications _____

Blood Type _____ Do you have? **Diabetes:** Yes No **Seizures** Yes No

Describe any physical limitation(s) _____

Other Medical Information _____

Person to contact in the event of an emergency:

Name _____ Relationship _____

Address _____ Phone _____

Liability Release

The undersigned releases and agrees to hold harmless McCurdy Schools of Northern New Mexico, and any related agency, conference, district, local church, member, employee or agent, from any liability, injury, damages, loss, accidents, delay, or irregularity related to the undersigned individual's planned participation or involvement in the above named MCCURDY VIM Project. The undersigned has been advised and understands that the project may involve risks to participants. Those risks may involve accidents while working or travelling and illness due to geographic features such as high altitude, which may have a deleterious effect on persons with heart conditions or respiratory diseases. The foregoing is not an exhaustive list of risks that may arise but is illustrative of some types of risks that may be faced. This release covers all rights and actions of every kind, nature and description, which the undersigned ever had, now has or but for this release, may have. This release binds the undersigned and his/her heirs, representatives and assignees.

Participant's Signature _____

Notarization of Liability, Medical, and Information Release Form

STATE OF _____ PARISH OR COUNTY OF _____

On this _____ day of _____, _____ (year), before me personally appeared _____ to me known to be the same person described in and who executed the within instrument, and who acknowledged the same to be the free act and deed thereof.

Notary Public, _____ Parish or County _____

State of _____ My Commission Expires _____

Parental Consent Form

This form is to be filled out by both parents/guardians of any minor child participating in your McCurdy VIM. The VIM Leader should have a copy of each form in his or her possession during the trip.

The consent must have signatures of both parents (even if divorced or separated). If one parent accompanies the youth, the other parent must sign this form. If one parent is deceased, attach a copy of the death certificate.

We, _____, the parents/guardians of (minor child's name) give our child, a minor residing at (full home address), permission to accompany a United Methodist Volunteers In Mission team to McCurdy Ministries in Española, NM, and participate as a member of the group. We acknowledge that we are allowing our child to participate entirely upon our own initiative, risk, and responsibility. We have been advised and understand that the group may be exposed to some risks. Those risks may involve accidents while working or travelling and illness from geographic features such as high altitude, which may have a deleterious effect on persons with heart conditions or respiratory diseases. The foregoing is not an exhaustive list of risks that may arise but is illustrative of some types of risks that may be faced. This release covers all rights and actions of every kind, nature and description, which the undersigned ever had, now has or but for this release, may have. This release binds the undersigned and his/her heirs, representatives and assignees.

We further expressly authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and/or hospital care under the general or special supervision, and on the advice of, a licensed physician, surgeon, anesthesiologist, dentist, or other qualified medical personnel acting under their supervision, for our child, should the same become necessary because of illness or injury.

I specifically authorize a physician or other appropriate medical professional to treat my child's (name particular ailment) by performing (list particular procedure) and by prescribing (list medication name) and providing such prescription to my child for treatment.

Now therefore, in consideration of the permission extended to our child to accompany the McCurdy VIM Team and participate in the mission trip, we do hereby for ourselves, our child, and our heirs, executors, and administrators, remise, release, and forever discharge the team leaders(s) (leader name), McCurdy Schools of Northern New Mexico, as well as all other participants and sponsors of said mission trip, acting officially or otherwise, from all claims, demands, actions or causes of action of any kind, including the death of our child or any injury to our child or loss or damage to property which may occur from any cause during the trip, as well as all ground and flight travel incident to such trip.

It is our intention by this document to consent to our child's participation in the mission trip, to consent to allow the team leader(s) (leader name) to act in loco parentis for the duration of the mission trip, and to waive and forego all right of action by ourselves and our child against the parties herein before named.

Parent/guardian
(full home address)

Parent/guardian
(full home address)

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Notarization of Parental Consent Form

STATE OF _____ PARISH OR COUNTY OF _____

on this _____ day of _____, _____(year), before me personally appeared _____

To me known to be the same person(s) described in and who executed the within instrument, and who acknowledged the same to be the free act and deed thereof.

Notary Public _____ Parish or County _____

State of _____ My Commission Expires _____