



McCurdy Ministries

Volunteer in Mission Leader's Packet

(Revised 1.5.2015)

We are so excited that you are praying about and exploring bringing your Volunteer in Mission Team to McCurdy Ministries! We believe you will be inspired to be a part of our ministry and enjoy our climate, our mountains and our culture. In Española we celebrate the blending of Native American, Hispanic and Anglo cultures. McCurdy was started 101 years ago as a United Brethren mission school. Generations of students have learned academic, life and faith skills on our 44-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 101 year old United Methodist ministry took the name McCurdy Ministries and our mission shifted to “surrounding the students and families of McCurdy Charter School with ministry, in the name of Jesus Christ, to help them succeed in school and in life.” Our primary ministries are Project Cariño, our mental health counseling program provided free of charge to MCS students and their families; McCurdy Preschool; After School Program; VIM ministry and Camp Stars, our summer camp for K-6th graders that emphasizes STEM education and VBS fun. We are the vendor for the MCS breakfast and lunch program.

There are three main areas our volunteers make a difference for our ministry while on campus:

- *Maintenance and grounds work*
- *Administrative tasks*
- *Assisting with McCurdy Ministries programs*

*Included in this packet are all the instructions and resources that you need to plan your VIM trip to McCurdy. In addition, there is a McCurdy VIM Team Member Handbook for all participants which can be downloaded at www.mccurdy.org. Go to the **VOLUNTEERS** Tab on the bar at the top of the webpage. On the next page is a **CHECK LIST** of all the items you must complete and return to Eufemia Romero at eromero@mccurdy.org or mail to her attention to the address listed below **BEFORE** your trip to McCurdy.*

For more information on our Volunteers in Mission Program please contact Eufemia Romero at:

362A S. McCurdy Road, Española, NM 87532,
505-753-7221 (ext. 210), 505-753-7830 (fax), eromero@mccurdy.org

*McCurdy Schools of Northern New Mexico is a registered nonprofit corporation.
The corporation also uses the trade name McCurdy Ministries.*

VIM TEAM Leader Packet

Please read this entire packet carefully before sending in your application!

This packet contains the following items:

VIM Checklist

Fee Schedule

Steps to Organize a VIM Team

VIM Team Application

VIM Skills Inventory

Safe Sanctuary Verification Form

Safe Sanctuary Training Standards

Proof of Insurance Form

Driving Directions

Please note there is also a McCurdy VIM Team Member Handbook that should be printed out and given to each team member to help them prepare for their time at a McCurdy. To download a copy of this handbook go to www.mccurdy.org and click on the Volunteers tab at the top of the page.

McCurdy's VIM Checklist

_____ **Initial Reservation and dates** _____ **Date submitted** _____

To make your initial reservation for a VIM week at McCurdy please call Eufemia Romero at 505-753-7221, ext. 210 or email her at eromero@mccurdy.org. Please note we host many VIMers each year. Making your reservation early will help ensure you can come to McCurdy on your preferred date.

_____ **VIM Team Application, deposit & date submitted** _____

Due one month after initial reservation for a VIM trip to McCurdy is made. Please note if we do not receive your deposit and application within one month we cannot continue to reserve your VIM week. If you have not submitted your application and deposit to hold your date and another team requests your date we will give you a courtesy call alerting you to the potential loss of your reserved date.

_____ **Team Skills Survey & date submitted** _____

Due two weeks before arriving on campus. If we do not receive the Team Skills Survey two weeks before your trip, we cannot prepare ahead of time for your arrival. If your Team Skills Survey is not submitted in a timely manner the start of your team's work may be delayed while our staff makes the necessary preparation for your projects.

_____ **Safe Sanctuary Verification for all team members & date submitted** _____

Due two weeks before arriving on campus. Please note all Team Members 15 and older are required to go through our Safe Sanctuary Training. Adults 19 and older are required to complete a national background screening as well as the Safe Sanctuary Training, but it's all available together on the website.

_____ **Proof of Trip Insurance for your VIM Team provided to McCurdy** _____

Please note as of 12-31-13 the General Board of Global Ministries will no longer provide VIM Trip Insurance. As of Jan. 1, 2014 McCurdy Ministries is requiring all VIM Teams to purchase Trip Insurance. We recommend that you purchase your Trip Insurance through the Southeastern Jurisdiction of the United Methodist Church. For more information on SEJ Trip insurance see page 4 of this packet. You can also check with your conference VIM Coordinator to see if your annual conference has trip insurance available for purchase through their office. We have also found that many teams have this insurance available at a much lower rate through their church's insurance.

Please note: keep your own copy of each of these documents for your records!

Fee Schedule

(All fees are subject to change due to economic circumstances.)

Meals

Charges for cafeteria meals for VIM Teams and NOMADS:

Breakfast \$4.50 Lunch \$6.00 Supper \$7.50

Please note supper is not served unless there are at least 10 participants.

Supper is only served Monday, Wednesday & Friday because teams are off Tuesday & Thursday afternoons. Sack suppers or lunches need to be requested one day in advance, and cost \$4.50. The Breakfast-Lunch-Supper total per day, per person is \$18. All cafeteria information is subject to change.

Housing

Volunteers are housed in Pilling Retreat Center which features rooms for up to 48 volunteers, two small kitchens, two TV rooms and several living areas including a game room with a pool table. Our volunteer director has affectionately named our retreat center the McCurdy Hilton. Most of the rooms feature two twin beds per room in a suite arrangement with two rooms sharing one bath. **The cost for housing is \$30 per person per night.**

Please note our Safe Sanctuary regulations demonstrate that we value our children and youth and want to do everything possible to ensure their safety. Youth must be housed in rooms with other youth of the same sex. Adults can only share a room with a youth that they are related to. Therefore the configuration of your group may affect the number of persons that can be housed in our retreat center. The maximum number that can be housed in our Retreat Center is 48.

We can accommodate up to four RVs on campus. **The RV Hook-up/Parking Fee is \$20 per night.**

Transportation

A limited number of vans are available for VIM use during your stay on our campus. Please contact Eufemia Romero for availability and fees. Her contact information is listed on the cover sheet. Transportation to and from the airport or train is available for a fee.

Fees are subject to change. Any increase will not affect groups that have paid the registration fee in advance. Teams who have rolled over their deposit to the next year are subject to fee increases.

Steps to organize your VIM Team to McCurdy

1. **Contact Eufemia Romero** at 505-753-7221, ext. 210, eromero@mccurdy.org, 362A S. McCurdy Road, Española, NM 87532 or fax her at 505-753-7830 to reserve your desired week at McCurdy. Please note your reservation is not firm until you return the VIM application and deposit.
 2. **Download the McCurdy VIM Leader and Team Member Packets** from the McCurdy website at www.mccurdy.org under the **VOLUNTEERS** tab at the top of the page or contact Eufemia Romero to have the packets mailed to you.
 3. **Return the completed VIM Team Application** to the McCurdy Ministries by mail, email or fax. Please send the \$250 deposit for every 16 volunteers by mail. This reserves your place on our VIM schedule and assures us workers for our projects. **Please note if you cancel your trip within 30 days of your arrival you will forfeit your deposit.**
 4. **As soon as possible begin promoting your McCurdy VIM** by sharing the McCurdy story and the difference we make in the name of Jesus with your local church, district and conference. Our church relations staff including Rev. Diana Loomis, director of development/church relations and Vickie Luviano, Director of Volunteers, are available to travel to your church to promote McCurdy and your VIM Team. To schedule such a visit contact Diana Loomis at dloomis@mccurdy.org or call her at 505-753-7221, ext. 352. For information to use in promoting your McCurdy trip go to the McCurdy website at www.mccurdy.org and across the top of the page you will see a **PUBLICATIONS** tab. There you will find the latest newsletter, a bulletin insert and several powerpoints suitable for worship and recruitment meetings for your VIM.
 5. **Begin recruiting team members** as soon as you have confirmed your VIM date with McCurdy.
 6. **Create a VIM Trip Budget**, make a fundraising plan and set goals for the amount to be raised by group fundraisers and the amount each volunteer will need to contribute to the trip. We hope you will include a donation to McCurdy to defray the cost of purchasing of materials and supplies for your work projects over and above trip costs.
 7. **Purchase trip insurance** including **liability**, health and accident insurance. Please note as of 12-31-13 the General Board of Global Ministries will no longer provide VIM Trip Insurance. Team insurance is available from the following through the United Methodist Church:

VOLUNTEERS IN MISSION TEAM INSURANCE (info as of 11/10/2014)
 Team Insurance is now purchased through one of the following Jurisdictions:
NORTH CENTRAL JURISDICTION- LORNA JOST JURISDICTIONAL COORDINATOR
<http://www.umvimncj.org>
SOUTHEASTERN JURISDICITON-PAULETTE WEST-JURISDICTIONAL COORDINATOR
sejinfor@umvim.org
- You can also check with your conference VIM Coordinator to see if your annual conference has trip insurance available for purchase through their office. **As of Jan. 1, 2014, McCurdy Ministries will require that you provide a Proof of Insurance document listing each person on your VIM Team. Please forward this document to Eufemia Romero no later than two weeks before your arrival. IT MIGHT BE MORE COST EFFECTIVE TO PURCHASE THROUGH YOUR CHURCH.**
8. **Complete the VIM Team Work Skills Survey** and return to McCurdy at least two weeks prior to your team's arrival.
 9. **Make sure every adult leader age 19 and over and every youth 15-18** have completed their Safe Sanctuary Training and you have sent your McCurdy Ministries Verification of Safe Sanctuary Training form to Eufemia Romero **AT LEAST TWO WEEKS BEFORE YOUR ARRIVAL ON CAMPUS.** The link for this training can be found at www.mccurdy.org on the left hand side of the home page. For more information see pages 9, 10 & 11 of the McCurdy VIM Team Leader packet.
 10. **Arrange your transportation and travel schedule.** Please plan to arrive at McCurdy between 4 PM and 6 PM on Sunday unless other specific arrangements have been made with our Volunteer Director, Vickie Luviano. If problems arise please call ahead and inform Vickie of your delay at 505-927-3683!

11. Be sure every participant has read and signed the Individual Work Team VIM Application and Individual Work Team VIM Covenant Agreement.

12. For youth teams McCurdy's Safe Sanctuary Policy requires there be one adult for every four youth and if there are boys and girls there must be both a male and female adult. As of September 1, 2013 only youth who are 12 years or older and have completed sixth grade are allowed on a McCurdy VIM Team, unless other arrangements are made and approved by the Volunteer Director, Victoria (Vickie) Luviano and the Executive Director, Patricia Alvarado.

13. When leading a Youth VIM Team the leaders should be experienced in dealing with youth. The McCurdy Ministries staff is small and so it is critical for adults on every youth VIM Team to supervise the youth in their group. Our goal is for the youth to be the hands of Christ to make a difference, work hard, have fun and learn about our area. Adults are expected to supervise youth and stop inappropriate behavior if necessary.

McCurdy VIM Team Application

To be filled out by the VIM Leader for the group
and submitted to McCurdy within 30 days of making trip reservation

Group name _____ Contact leader _____

Church or sponsoring group _____ Denomination _____

Church/sponsoring group telephone _____

Church/sponsoring group address _____

Team leader's e-mail: _____

Team leader's telephone (Home) _____ (Cell) _____

_____ Number of team members anticipated _____ Number of sets of 16 people (maximum is 3)

We wish to enroll in the McCurdy VIM Program for the dates marked below. If accepted, we agree to follow procedures set forth by the McCurdy Ministries VIM Team Handbook. Included with this form is the registration fee/deposit of \$250 provided for every 16 people or fraction thereof in our group. If our application cannot be accepted, we understand this fee will be refunded. We understand the registration fee enclosed in the amount of \$250 can be applied to our bill at the end of our stay or can be rolled over and used for a deposit for the following year. _____ (Leader initials)

We commit to provide donations to McCurdy Ministries that will be applied toward the purchase of supplies and equipment for the projects we work on *as we are able*. _____ (Leader initials)

We understand that our group will be asked to assist with kitchen and dining room clean up following every meal. _____ (Leader initials)

We understand that all adults 19 and over must be Safe Sanctuary trained and certified including a national criminal check and that all youth ages 15 to 18 must be Safe Sanctuary trained. (Please go to mccurdy.org and click on the Safe Sanctuary Training link on the left hand side of the page or go to the Safe Sanctuary verification form included in this packet for more information.) _____ (Leader initials)

DATES: All dates (except the shorter work weeks of Memorial Day, July 4 and Labor Day) call for arrival on Sunday afternoon between 4 and 6 PM. Departure may be any time **prior to noon Saturday**. These times are firm **unless other arrangements are made in advance**. It is understood that the work week schedule is Monday, Wednesday & Friday from 8 AM to 3:30 PM, Tuesday & Thursday 8 AM to noon. Taking the afternoons off **is optional**. Project work will not be scheduled on Saturdays and Sundays, unless approved by the Director of Volunteers. Please indicate your 1st, 2nd, and 3rd choice of week.

From June to August, McCurdy can accommodate THREE groups of 16 people each week. From September to May, ONE or TWO teams with up to 16 persons each can be accepted each week. This is because we have individual volunteers who work during the school year and live in the dorm.

We do accept teams year-round so don't hesitate to explore New Mexico in the fall, winter and spring!

2016 Winter/Spring VIM Dates

- Jan 3-9 Jan 10-16 Jan 17-23 Jan 24-30
- Jan 31-Feb 6 Feb 7-13 Feb 14-20 Feb 21-27 Feb 28-Mar 5
- Mar 6-12 Mar 13-19 (March 20th is Palm Sunday)
- Mar 20-26 Mar 27 (Easter)-April 2
- Apr 3-9 Apr 10-16 Apr 17-23
- Apr 24-30
- May 1-7 May 8-14 May 15-21

2016 VIM Dates

- May 22-28
- May 29-June 4 (off May 30 for Memorial Day)
- June 5-11
- June 12-18
- June 19-25
- June 26-July 2
- July 3-9 (off July 4 for Independence Day)
- July 10-16
- July 17-23
- July 24-30
- July 31-Aug 6
- Aug 7-13
- Aug 14-20
- Aug 21-27
- Aug 28-Sept 3
- Sept 4-10 (Off Sept 5 for Labor Day)
- Sept 11-17
- Sept 18-24

We prefer another date not listed on this form which is _____

Our team will include:

_____All adults (_____male _____female)

_____Youth & adults (_____youth male _____youth female), adults (_____male _____female)

Please note McCurdy's Safe Sanctuary policy requires that there be an adult for every four youth on a VIM Team.

_____Included find our deposit of \$_____ (\$250 for every 16 people)

Please note if your VIM is cancelled less than a month before your arrival date your deposit will not be refunded but can be rolled over to the next year.

Date _____ Signature _____ Team Leader _____

Date _____ Signature _____ Asst. Team Leader _____

E-mail to eromero@mccurdy.org , mail to Eufemia Romero, 362A S. McCurdy Rd, Española, NM 87532 or fax to Eufemia Romero at 505-753-7830. Eufemia will schedule your team, then your correspondence will be with the Director of Volunteers, Vickie Luviano. Vickie can be reached via e-mail: vickie@mccurdy.org or by phone 505-753-7221, ext. 268 or 505-927-3683 (cell any time).

Safe Sanctuary Training Instructions:

Please log onto our website: www.mccurdy.org and click on the Safe Sanctuary link on the left. The training is all online, takes about 1 & ½ hours to complete and costs \$30 for those age 19 and older, and \$15 for youth up to age 18.

All participants age 19 & above must complete both the training and the background check authorization at a cost of \$30. The training & certification is good for 4 years for those ages 19 & above.

Youth up to the age of 18 must complete the training (\$15) but not the background check.

Safe Sanctuary Verification Form

This form is to be filled out by the VIM Leader. Copies of this form and the participant's Safe Sanctuary Certification are to be in the VIM Leader's possession throughout the trip.

This form is to be filled out by the VIM Leader to indicate that all individuals age 19 and older in the group have completed the McCurdy Safe Sanctuary Training and background check at a cost of \$30 per person and that individuals ages 15 to 18 have completed the Safe Sanctuary training without a background check at a cost of \$15. Once each individual completes the training McCurdy emails them a Safe Sanctuary Certificate. The group leader must request a copy of each certification from each volunteer before coming to McCurdy to insure that all persons who are required to participate in Safe Sanctuary Training have done so successfully. McCurdy's Safe Sanctuary Training can be found on our website at www.mccurdy.org. The link for the training page is on the left hand side of the home page.

Some members of your group may have gone through Safe Sanctuary or similar training in your annual conference. If so please refer to page 11 of this packet for the McCurdy Ministries Safe Sanctuary Training Standards to determine what you must do for McCurdy to recognize your earlier training.

Once you have received a copy of each individual's Safe Sanctuary Certification form whether it is from McCurdy or your own annual conference, please complete the form below and forward it to Eufemia Romero at McCurdy.

Name _____	Date of birth _____	Date of certification _____
Name _____	Date of birth _____	Date of certification _____
Name _____	Date of birth _____	Date of certification _____
Name _____	Date of birth _____	Date of certification _____
Name _____	Date of birth _____	Date of certification _____
Name _____	Date of birth _____	Date of certification _____
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Name _____	Date of birth _____	Date of certification _____
Name _____	Date of birth _____	Date of certification _____

Safe Sanctuary Training Standards

(Revised July 2013)

McCurdy Ministries, along with the United Methodist Church affirms that all children, youth and vulnerable adults have the right to safe sanctuary. So McCurdy is committed to providing an environment on our grounds and in our ministries, in which children, youth and vulnerable adults are safe from neglect or abuse. The scope of the McCurdy Ministries Safe Sanctuary policy and its provisions shall apply to all staff, parents and volunteers, clergy or lay, who have direct or indirect contact with children, youth, or vulnerable adults in the context of our ministries. Many United Methodist annual conferences have instituted Safe Sanctuary certification or similar programs. McCurdy Ministries will recognize certification from these annual conference programs provided they meet the standards we have set.

These standards include:

1. Application
2. Training either through an online program or by an individual trainer certified by the annual conference.
3. Criminal Check including
 - SSN Verification & Address History Trace**
 - National Criminal Database Search (with Re-Verification of positive records)**
 - National Sex Offender Registry Search**
 - County or Statewide Court Search for the state and county in which the individual resides**
4. Pastoral/Professional Reference
5. Personal Reference

Please note: It is the policy of the McCurdy Ministries Board of Directors that as of Feb. 1, 2013, all volunteers and staff must be Safe Sanctuary certified by McCurdy or the United Methodist Annual Conference in which they reside. McCurdy Safe Sanctuary training can be found at www.mccurdy.org, costs \$30 for adults 19 and older, and \$15 for youth ages 15-18. The training can be completed in an hour and a half.

How do I determine whether or not my annual conference Safe Sanctuary (or similar) certification meets the standards stated above? In order to have your annual conference Safe Sanctuary certification recognized by McCurdy, you must request a description of your annual conference's certification process be mailed or emailed to Rev. Diana Loomis, McCurdy director of church relations, at dloomis@mccurdy.org from the annual conference staff member who administers your conference Safe Sanctuary certification no later than 45 days before your planned arrival at McCurdy. Rev. Loomis will determine whether your conference Safe Sanctuary training standards meet the McCurdy standards and notify you of this approval. Then you must mail, fax or scan and email a copy of your certificate provided you by your annual conference to Eufemia Romero. Upon receipt we will verify your certification with your annual conference. Please note this certificate **MUST** be dated so we can ensure your certification has not expired. If your annual conference certification process is not approved you must complete the McCurdy online Safe Sanctuary training and be certified **two weeks before your arrival on campus**. The New Mexico, Missouri, Great Plains Annual Conferences and the General Board of Global Ministries Individual Volunteer Program of the United Methodist Church have Safe Sanctuary (or similar) certification processes that are already approved by McCurdy because their training meets all McCurdy's standards and is conducted by certified trainers. As more annual conference certification processes are approved this list will be expanded.

Once my annual conference Safe Sanctuary (or similar) certification process is accepted what is next? Each volunteer must provide a copy of their certification letter from their annual conference directly to Rev. Diana Loomis, director of development/church relations, at dloomis@mccurdy.org. If you complete the McCurdy Safe Sanctuary certification this step is not necessary because your certification is on file with McCurdy until it expires.

Questions about our Safe Sanctuary training? Please contact Rev. Diana Loomis by email at dloomis@mccurdy.org and by phone at 505-753-7221, ext. 352. You may write Diana at McCurdy Ministries, 362A S. McCurdy Road, Española, NM 87532. Thank you for helping to create a safe, nurturing atmosphere for all children and youth participating in McCurdy Ministries programs!

Driving Directions to McCurdy

Coming from the south, east or west:

From I-40 East or West, take I-25 North to Santa Fe, and take exit 282 A-B (Saint Francis Exit) to Espanola/Los Alamos/Taos (US 84/285) and travel north through Santa Fe. Continuing on the north side of Santa Fe, take US 285/US 84 North to Española, proceed for approximately 22 miles to SR 106 (at the Dream Catcher Theater) and turn right. Proceed 1.5 miles till road ends at SR 76, and turn left. Proceed to traffic light at SR 583 (McCurdy Road) and turn right. The road will fork – bear left. Proceed straight ahead and the school will be on your left, approximately 1/4 of a mile (look for a short stone wall and beige buildings). You have arrived!

An alternative route which bypasses Santa Fe coming from Albuquerque on I-25 is to take the NM 599 (exit 52) and travel west. NM 599 bypasses Santa Fe on the west side of town. NM 599 ends 14 miles later. At that point take US84/285 north to Espanola/Los Alamos/Taos and follow the remaining instructions above.

Coming from the north:

Traveling US 84/US 285, arriving in Española, continue south to Fairview Lane (First signal-light intersection, three gas stations near the intersection). Turn left (east) on Fairview Dr (SR 584); cross the Rio Grande; cross SR 68 (Riverside Drive), continue east on Fairview (two miles from 84/285 intersection) to McCurdy Road, turn right. Proceed one mile on McCurdy Road and the school will be on your right. Look for a short stone wall and beige buildings. You have arrived!

Coming from Taos on SR 68, in Española; turn left (east) on Fairview Lane (large Walgreen's on southeast corner of intersection). Go 6/10 mile to McCurdy Road; turn right, then 1 mile on McCurdy Road. The school will be on your right. Look for a short stone wall and beige buildings. You have arrived!

The easiest way to determine your best route to McCurdy may be entering our address in your GPS. Our address is 362A S. McCurdy Road, Española, NM 87532. If you are using your GPS please double check your route on a map. We don't want you misdirected so that you end up in an arroyo, a river or a lake!