



McCurdy Ministries

Volunteer in Mission Team Leader's Packet

Revised December 2016

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 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!

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), 505-910-4088 (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 packet containing the following documents carefully before sending in your application!

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/Certificate of Liability Form

Driving Directions

The McCurdy VIM Team Member Handbook contains the Parental Consent Form, Emergency Contact Form & Medial & Liability Release Form that should be given to each team member to help them prepare for their time 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 15-18 years old are required to go through our Safe Sanctuary Training but they are not required to complete a background screening. Adults 19 and older are required to complete a national background screening as well as the Safe Sanctuary Training. See page 9 of this document for more Safe Sanctuary training instructions.

_____ **Certificate of Liability and Trip Insurance for your VIM Team provided to McCurdy** _____

As of Jan. 1, 2014 McCurdy Ministries is requiring all VIM Teams to provide a Proof of Liability Certificate from the company insuring your local church which lists McCurdy Ministries as an additional insured. In addition, each group must purchase accident and health insurance coverage for your trip. We recommend that you purchase your insurance through your local church's insurance agency or through your Annual Conference VIM office. If your church insurance or your annual conference do not provide Health and Accident Insurance for mission trips then any United Methodist group can purchase insurance through the North Central Jurisdiction VIM Office at <http://umvimncj.org/insurance/>, through the Southeastern Jurisdiction VIM office at http://umvim.org/send_a_team/insurance_faq.html, through the Northeastern Jurisdiction VIM office at <http://umvimnej.org/mission-insurance/insurance-faqs.html>.

_____ **Parental Consent Forms** for all team participants under age 18. The form is in the VIM Team Member Packet.

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 45 volunteers, two small kitchens, two TV rooms and several living areas including a game room with a pool table. Our retreat center is affectionately referred to as 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 45.

We can accommodate up to two RVs on campus. We plan to create several new RV hookups in the next year. 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 505-910-4088 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 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, volunteer manager, 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 a three minute video 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. McCurdy Ministries requires all VIM Teams to provide a Proof of Liability Certificate from the company insuring your local church which lists McCurdy Ministries as an additional insured. In addition, each group must purchase accident and health insurance coverage for your trip. We recommend that you purchase your insurance through your local church's insurance agency or through your Annual Conference VIM office. If your church insurance or your annual conference do not provide Health and Accident Insurance for mission trips then any United Methodist group can purchase insurance through the North Central Jurisdiction VIM Office at <http://umvimncj.org/insurance/>, through the Southeastern Jurisdiction VIM office at http://umvim.org/send_a_team/insurance_faq.html, through the Northeastern Jurisdiction VIM office at <http://umvimnej.org/mission-insurance/insurance-faqs.html>. Each of these jurisdictions uses the Seven Corners Insurance Company for these policies and all three will insure any United Methodist mission team. The South Central and Western Jurisdiction do not provide this coverage. ***Please note it is critical that your Proof of Liability Certificate and your proof of Accident and Health Insurance Certificate be forwarded to Eufemia Romero no later than two weeks before your arrival.***
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/volunteer age 19 and over and every youth age 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 this 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 manager, Vickie Luviano. If problems arise please call ahead and inform Vickie of your delay at 505-927-3683!
11. **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 Vickie Luviano, volunteer manager, and Patricia Alvarado, executive director.

12. 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 Ministries has reviewed, approved, and will accept, Safe Sanctuary/Safe Ministries certifications from the following Annual Conferences in lieu of our Safe Sanctuary training:*

- **Great Plains**
- **Missouri**
- **Central Texas*** (please see the note for Central Texas Conference participants)

Also, certification through Global Ministries' Individual Volunteer Program is accepted. All certifications must show an expiration date.

**Central Texas Annual Conference MinistrySafe program meets the McCurdy requirements EXCEPT all McCurdy volunteers over 18 must complete at least a level 3 Ministry Safe Background Check for their MinistrySafe Certification to be recognized by McCurdy. In addition, the church MinistrySafe Administrator and the Senior or Associate Pastor must sign the Central Texas Conference Ministry Safe Compliance for Conference Sponsored Events Form. On that form the two persons signing the form must indicate that all persons listed have completed a Level 3 Ministry Safe Background Check. Any team members from the Central Texas Conference who are 15 to 18 years of age must complete the MinistrySafe Training EXCEPT for the background check. And the local church MinistrySafe Administrator and the Senior or Associate Pastor must sign the Central Texas Conference Ministry Safe Compliance for Conference Sponsored Events Form for these youth. The Central Texas Conference Ministry Safe Compliance for Conference Sponsored Events Form must be provided to the McCurdy Ministries VIM Registrar, Eufemia Romero, no later than two weeks before the team's arrival on campus. The forms may be sent to Mrs. Romero's attention at 362A S. McCurdy Road, Española, NM 87532 or emailed at eromero@mccurdy.org. For more information you can call her at 505-753-7221, ext. 210.*

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 15 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 15 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 Volunteer Manager. Please indicate your 1st, 2nd, and 3rd choice of week.

From June to August, McCurdy can accommodate THREE groups of 15 people each week. From September to May, ONE or TWO teams with up to 15 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!

VIM Team Skills Survey

Work Team Name:

City, State:

Dates of Service:

Please list each team member's name and whether they are male or female and adult or youth (18 & under). Using a scale of 1 to 5 (1 meaning little to no experience and 5 meaning licensed or certified) indicate each team member's skill level for each category.

Please return this form McCurdy no later than two weeks prior to your arrival in Española.

	Last Name	First Name	Male or Female?	Adult or Youth?	Computer/IT	Electrical	Plumbing	Carpentry	Painting	Yard Work	Cleaning	Data Entry/Filing
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

2017 Winter/Spring VIM Dates

Jan 1-7 Jan 8-14 Jan 15-21 Jan 22-28

Jan 29-Feb 4 Feb 5-11 Feb 12-18
 Feb 19-25 (Donor Appreciation Dinner) Feb 28-Mar 4

Mar 5-11 Mar 12-18 Mar 19-25
 Mar 26-April 1

Apr 2-8 Apr 9 (Palm Sunday)-15 Apr 16 (Easter)-22 Apr 23-29 Apr 30-May 1.

May 7-13 May 14-20 May 21-27

2017 VIM Dates

May 28-June 3 (off May 30 for Memorial Day)
 June 4-10
 June 11-17
 June 18-24
 June 25-July 1
 July 2-8 (off July 4 for Independence Day)
 July 9-15
 July 16-22
 July 23-29
 July 30-Aug 5
 Aug 6-12
 Aug 13-19
 Aug 20-26
 Aug 27-Sept 2
 Sept 3-9 (Off Sept 4 for Labor Day)
 Sept 10-16
 Sept 17-23
 Sept 24-30

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 _____

Once completed please send this application to Eufemia Romero by email at eromero@mccurdy.org, by fax to Ms. Romero's attention at 505-910-4088 or mail it to Eufemia Romero, 362A S. McCurdy Rd, Española, NM 87532. Ms. Romero will guide you through all application issues including reservation, insurance and Safe Sanctuary training. If you have questions about the VIM Team Work Skills Survey, the type of work you will be doing, accommodations or site seeing suggestions please be in contact with Vickie Luviano, volunteer manager. 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

Step 1: Go to the McCurdy Ministries website at www.mccurdy.org. Scroll down and click on “Safe Sanctuary Training” located on the left-hand side of the page.

www.mccurdy.org

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Sharing the love of God through education and mission

- Gala 16
- Staff Login
- Alumni
- Calendar of Events
- Safe Sanctuary Training**

Bienvenidos! Welcome to the McCurdy Website

Ministries administration building

Our 100 year old United Methodist agency is changing. While legally we are still McCurdy Schools of Northern New Mexico we are using the name McCurdy Ministries to help differentiate us from McCurdy Charter School which is a New Mexico public school educating K-12 grades that opened on our campus in August 2012 with 560 students. While we recognize that

Step 2: Read the Safe Sanctuary Training information, then click on “Safe Sanctuary Training click here.”

www.mccurdy.org/sanctuary.html

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Safe Sanctuary Training

McCurdy Schools of Northern New Mexico operating under the trade name, McCurdy Ministries, along with the United Methodist Church affirms that all children, youth and vulnerable adults have the right to safe sanctuary. Therefore, McCurdy Ministries is determined to provide 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.

All McCurdy Ministries' staff and volunteers are required to take this training to become Safe Sanctuary certified every four years.

Safe Sanctuary Training click here

Clicking on the above link will take you into McCurdy's Safe Sanctuary training process which includes an application, payment, release for background screening, training, testing and references. Please note slow internet service can interfere with the videos in this training. In addition, if the videos do not automatically play, please ensure that you have the latest updates for the Adobe Flash Player downloaded on your computer. If you have questions about the Safe Sanctuary training please contact Eufemia Romero at 505-753-7221, ext. 210.

Thank you for helping us keep our campus a safe, healthy place for our children and youth!

If you have questions please email Rev. Diana Loomis at:

Step 3: Once you are on the Safe Sanctuary application and processing website, click the button that says, “Create a New Account.” You will then be prompted to create a username and password. Be sure to write them down in a secure location. Having a username and password allows you to begin the application process, leave the website, then go back and start where you left off. After you have created your account, follow the prompts to complete your training.

https://umcdata.net/MissionConnect/Public/Protect/Web_Protect.html?conf=MC

Home About Us Our Ministries Donate Resources Contact Us

Welcome to the Safe Sanctuary application and processing website. This is where you can apply to become Safe Sanctuary certified for working with children, youth and vulnerable adults at McCurdy Ministries.

All youth between 15 to 18 years of age who want to work with McCurdy Ministries programs that involve children and youth are required to be Safe Sanctuary certified. Youth who plan to do maintenance, painting and grounds work under supervision of their Safe Sanctuary certified adult leaders are not required to be Safe Sanctuary certified. **Every volunteer over 18 is required to be Safe Sanctuary certified.**

If you already have a user account, please log in here. If you've forgotten your password, please use the Forgot Password button.

Username:

Password:

If you do not have a user account, you may create an account by clicking on the **Create a New Account** button.

For further assistance, please contact Eufemia Romero at 505-753-7221, ext. 210, or email her at eromero@mccurdy.org.

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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 which is good for four years. 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 email it to eromero@mccurdy.org, fax it to 505-910-4088 or mail it to McCurdy Ministries, 362A S. McCurdy Road, Española, NM 87532, attention Eufemia Romero.

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

Safe Sanctuary Training Standards

(Revised December 2016)

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. Most 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

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. Please note if your annual conference certification process is not approved you must complete the McCurdy online Safe Sanctuary training and be certified **before your arrival on campus**. The Missouri and 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.

In addition, the Central Texas Annual Conference Ministry Safe Certification has been approved with the following requirements:

All McCurdy volunteers over 18 must complete at least a level 3 Ministry Safe Background Check for their MinistrySafe Certification to be recognized by McCurdy. In addition, the church MinistrySafe Administrator and the Senior or Associate Pastor must sign the Central Texas Conference Ministry Safe Compliance for Conference Sponsored Events Form. On that form the two persons signing the form must indicate that all persons listed have completed a Level 3 Ministry Safe Background Check. In addition, any team members from the Central Texas Conference who are 15 to 18 years of age must complete the MinistrySafe Training EXCEPT for the background check. And the local church MinistrySafe Administrator and the Senior or Associate Pastor must sign the Central Texas Conference Ministry Safe Compliance for Conference Sponsored Events Form for these youth. The Central Texas Conference Ministry Safe Compliance for Conference Sponsored Events Form must be provided to the McCurdy Ministries VIM Registrar, Eufemia Romero, no later than two weeks before the team's arrival on campus.

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 Ms. Eufemia Romero at eromero@mccurdy.org. If you complete the McCurdy Safe Sanctuary certification this step is not necessary because your certification is on file until it expires.

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 individuals 19 and older and \$15 for 15-18 year old youth and can be completed in an hour and a half.

Questions about our Safe Sanctuary training? Please contact Eufemia Romero by email at eromero@mccurdy.org and by phone at 505-753-7221, ext. 210. You may write to Ms. Romero 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.