



## **Individual Volunteers in Mission Handbook & Information 2016-17**

**Vickie Luviano, Director of Volunteers**  
**Please call my cell any time:**  
**505-927-3683**

**McCurdy Ministries**  
**362A S. McCurdy Road, Espanola, NM 87532**  
**PHONE: 505-753-7221**  
**FAX: 505-910-4088**

Thank you for your interest in serving as the hands and feet of Jesus Christ at McCurdy Ministries. You make what we do possible.

We have been in mission to the families of the Española Valley, in the heart of northern New Mexico, since 1912.

However, in 2012, we graduated the last class of our McCurdy Mission School. A new K-12 public charter school opened, and we became the landlord to the largest charter school in the state of New Mexico, which, since it was born of the mission, kept our name. Although we are 2 very separate entities, it is our sincere desire to ensure this charter school thrives, therefore becoming another gift, in a long line of gifts, through first the United Brethren Church & continuing through all its changes to the United Methodist Church, to the people of the Española Valley.

Soon, we will be asking for volunteers to serve as teachers of our planned GED, ESL and Parenting Classes. We await with hope the building of a new, fully ADA compliant building in which to house the McCurdy Charter School so that we can continue our mission of bringing the love of Christ daily to the families we serve through our mission programs, in our buildings.

Come, be a part of this amazing and evolving mission. You will be glad you did!

# McCurdy Ministries Volunteers in Mission Program Information & Handbook

**\*ALL McCURDY VIMs MUST BE SAFE SANCTUARY TRAINED & CERTIFIED. TRAINING IS  
AVAILABLE ON OUR WEBSITE,  
[www.mccurdy.org](http://www.mccurdy.org)**

McCurdy Ministries benefits greatly from the services of volunteers. Many Christian people give of their time and skills to strengthen our program and improve our facilities. The satisfaction of serving as a Volunteer In Mission (VIM) is evidenced by the VIMs who return year after year. Worship, laughter, work and spiritual growth are all part of serving within the McCurdy Ministries family.

McCurdy Ministries is in a high (5,600 ft) mountain valley between the Jemez (pronounced Heh-mez) Mountains to the west and the Sangre de Cristo Mountains (meaning blood of Christ in Spanish) to the east with the Rio Grande flowing through the valley. Not only is north-central New Mexico rich in geography, it is also diverse culturally. The first people in the area were Native Americans; Native Pueblo people still comprise about 5% of the population. In 1598, under Don Juan de Oñate, the first Europeans settled here, and about 80-85% of our people is Hispanic. The remaining population is racially mixed. Ethnically, McCurdy's student population parallels that of the community.

Despite the geographic and cultural richness, New Mexico struggles with economic poverty. The state as a whole is working to climb from its position statistically as one of the most difficult places in the nation for children and teenagers. ***It is into this setting that God has called us into ministry.*** In the midst of beauty, diversity, and challenges in the Española Valley, God calls us to bring the Good News of Jesus. Since 1912, when the work here began, we have been a witness to the community. We invite you to be a part of this ministry as a Volunteer in Mission.

**Is God calling you?** Individual volunteers commit to working from two weeks to a complete school year. The availability of housing and the needs of McCurdy Ministries are considered when accepting VIMs for service.

Possible VIM tasks include: secretarial, teacher's assistant, teacher's aide, tutorial, working in the maintenance department, or in the Office of Church Relations & Development, as an After School Care Program worker, a cafeteria helper, in the music department or as a substitute teacher. If you have special skills, please make us aware of them.

If you have questions not answered in this packet, please call: (505) 753-7221, ext. 268, (505) 927-3683.

Or write to:

**Vickie Luviano, Director of Volunteers  
McCurdy Ministries  
362A S. McCurdy Road  
Española, NM 87532**

You can also e-mail: [vickie@mccurdy.org](mailto:vickie@mccurdy.org)

## **Housing Provided**

Dorm rooms: Volunteers are housed in the Pilling-Robinson Resident Dorm. Each room has 2 of the following: single bed, dresser, desk and closet. There is also a desk type area between the closets, and a washbasin, mirror and coat closet in each room. Dorm baths consist of a tub/shower, toilet and ceiling/heating fan and are shared between two rooms. When volunteers are in residence every effort is made to make room assignments so bathrooms do not have to be shared. **NO HOT PLATES ARE ALLOWED IN DORM!**

RVs: There are four RV hook-ups. These can be used during all but two or three winter months, usually December through February, which are not suitable for RV living.

Added notes: Housing may not always be available. ***Living in a dorm means that you will be living closely with others, although you will have your own room and bathroom.***

## **Hours**

Volunteers work a full, seven-hour school day. To be considered a “full time” volunteer you must work 35 hours per week. These hours include any time you spend volunteering in areas other than your main assignment, such as trimming and counting Campbell’s Soup labels or Box Tops, assisting in the sports concession stand, etc. Even though volunteers are on a full work schedule, there are many opportunities to enjoy the unique geographic and cultural characteristics of Northern New Mexico. Occasional time off may be requested and should be approved by the Volunteer Coordinator.

## **Climate**

Although the climate in Española is generally temperate, winter clothing is required at times. Summer days can be hot, but nights are cool. The elevation at Española is approximately 5800 feet, but elevation varies greatly throughout the region. There are four distinct seasons, with low humidity year round. Lows are listed at 20°F and highs 90°F.

## **Travel**

All volunteers are responsible for their own travel expense to and from McCurdy.

## **Other Considerations**

Volunteers should consider whether or not they are physically up to the demands of physical work; to be emotionally ready to live in close quarters with others; and to work with others throughout a school year.

Use of **alcoholic beverages is PROHIBITED** on the McCurdy Ministries campus and during off-campus school-related activities.

McCurdy is a **SMOKE-FREE AND DRUG-FREE** campus.

Volunteers need to carry their own health and accident insurance coverage while on campus. **VIMs need to provide their own transportation to run errands and for sightseeing.**

***Pets are not allowed in the dormitory.***

**Articles to bring:**

Alarm clock, raincoat/umbrella, comfortable clothes (slacks acceptable for women), personal toiletry articles, personal glass for washroom use.

Comfortable walking shoes (**closed-toe shoes for working**) because the grounds are rough in spots and the buildings are far apart.

Clothing for both warm and cold weather: our elevation is 5,600 ft. We do have snow in winter and spring.

Optional items: desk lamp, fan, throw rug, bath mat, radio.

**PHARMACIES:** CVS, Walgreen's & Wal-Mart are all in Española if you are part of their network for your prescription needs. We also recommend Fairview Pharmacy (a Good Neighbor Pharmacy). There is a local hospital and 2 Urgent Care providers.

**Articles/Services Provided by McCurdy Ministries**

**Housing and Meals** Dorm housing or RV hookup is provided, as available, at no cost to full time, two weeks or longer, Volunteers In Mission.

Lunch will be available in the cafeteria Monday-Friday when school is in session from 11:00 a.m. – 12:20 p.m. at a minimal cost to our full-time VIMs. ***Lunch cost is \$3.25 if you are volunteering for 2 weeks to 1 month. If you are staying a month or more, there will be no charge for your lunch.***

There is a small refrigerator, microwave, coffeemaker, and toaster in each lounge. The kitchens in the NE and SW apartments, which contain a stove and regular size refrigerator, will be available to the Volunteers In Mission.

**Linens** (sheets, pillows, pillowcases, and quilts), towels and wash cloths are provided for your use while staying at Pilling-Robinson Dorm.

**Laundry** Washers and dryers are available for personal laundry at 50 cents per load to wash and 50 cents to dry. Volunteers are asked to launder the linens and towels they use while staying at the dorm. Detergent & dryer sheets are kept on hand for your use. **Please have laundry completed by 9:30 p.m.** because the noise generated affects adjacent living quarters. When planning an earlier morning departure, please make arrangements for another volunteer to do your last laundry of linens/towels.

**Phone:** A phone on the McCurdy system (505-753-7221, ext.232) is provided in the main lounge for adult use. Out of respect for all, please limit phone usage and length of calls to less than 10 minutes whenever possible. To make a long distance call you must use a phone card.

**Mailing address (Your Name), VIM  
& UPS deliveries:** McCurdy Ministries  
362A S. McCurdy Rd  
Española, NM 87532

### **Visitors Policy**

Volunteers may have visitors for 3 nights free lodging once per year. After 3 nights, rent will be charged at the rate of \$30 per night per person.

### **Volunteers In Mission (VIMs) serve in two basic categories:**

**Long-term volunteers** commit themselves for at least one semester, and most often, for a full school year. Because they have the time to get to know the students and earn their trust, these VIMs typically work as after school care workers & tutors and teacher's aides. Many long-term volunteers also work in the maintenance department, business and Church Relations offices. We are working toward having a larger percentage of our volunteers commit to the longer term. All VIMs work closely with the staff of McCurdy Ministries.

**Short-term volunteers** commit to working from two weeks to a few months.

The availability of housing and the needs of McCurdy Ministries are considered when accepting VIMs for service.

### **Spiritual Life at McCurdy**

Volunteers have an important role in the spiritual life of McCurdy since volunteers serve as role models to students. Volunteers are invited to attend any devotional services offered at the Ministries or in town. It would also be meaningful if a weekly devotional time was planned by the volunteers and shared in one of the common rooms in the dorm.

### **Possible Volunteer Tasks**

**Secretarial:** performs clerical back up to the regular office workers. This position may involve typing, computer data entry, making copies, filling out forms or filing, to name just a few of the tasks involved. Elementary, middle and high school secretaries work closely with students.

**After School Care:** volunteers staying a longer period of time are preferred for these positions as they work closely with the students. You will be assisting the regular ASC staff in the supervision of children from Pre-K through 7<sup>th</sup> grade. This includes helping to prepare snacks, playing with & reading to students as well as homework help when needed.

**Aide:** works with the teacher in classroom; material preparation, checking students work. Again, you will be working at McCurdy Charter School.

**Maintenance:** performs electrical work, plumbing, woodwork, mechanical repairs, yard work and cleaning as needed and according to the volunteer's ability.

**Tutorial:** helps students in all grade levels needing extra attention in subjects such as Spanish, English, math, reading, social studies, science and exploratory classes. Tutoring after school is also a possibility. Teaching experience is helpful though not necessary.

**Church Relations and Development Office:** performs a variety of office tasks from computer data entry to trimming Campbell's UPCs and Box Tops for Education. These volunteers may be asked to help with a mailing, step in and help in the lunchroom or help in another office if the need arises, to name a few of the tasks.

**Cafeteria helper:** If working all day there, will help prepare meals & get ready for serving lunch. If only needed to serve, will arrive 15 minutes before serving begins to help cafeteria staff serve lunch to students. This job requires that you comply with all health rules, including hair nets, gloves, aprons, etc.

**Substitute or help in After School Care:** subs as needed in an emergency. A paid staff member will also be in After School Care at all times.

**Library Assistant:** Assists in library as needed by McCurdy Charter School

Volunteers **do** need to be flexible. Sometimes assignments may not be exactly what VIMs have expected. Allow God to surprise you with some new experiences.

Please use [www.mccurdy.org](http://www.mccurdy.org) for the latest McCurdy information and publications.

## **SECURITY**

Dormitory security is everyone's concern. Exterior doors are locked at all times. Do not prop open end or inside fire doors. You will be issued an outside door key and a gate key in addition to your room key. Please do not use the south entrance unless you are housed in the south wing.

To help secure the campus, the gate at McCurdy Road near the playground will be closed each afternoon after most students have left campus but you will be given a key to that gate. All other gates are locked all the times.

We suggest that you take good security measures to protect your car against vandalism. Lock your car and park in well-lighted areas behind the dorm or in the fenced lot in back. Please take care when parking in the fenced lot to make room for as many cars as possible. Do not park cars in the lawn areas or block any dorm exits. There are sensing lights in the rear of the building. Report any acts of vandalism. The Española Police Department is the only security force available by dialing 911. **We are not responsible for damage to your vehicles.**

**Thanks again for coming to McCurdy! Please let us know if we can be of service to you. We want your stay to be a pleasant and spiritual experience.**

### Suggested Tours for McCurdy Visitors and VIMS

- Tour the McCurdy campus, including the historical room and gift shop. (one to two hours)
- Visit some or all of the United Methodist Churches in Northern New Mexico Group Ministry:
  - **Santa Cruz UMC**, across the street from McCurdy, built in 1953 and used for many years by McCurdy for chapel services.
  - **Valley View UMC** (and the Española Valley Hospital, started on the McCurdy campus and operated by the United Methodist Church until 1977). Valley View also houses the Group Ministry and Amigos del Valle (senior citizen's work) office.
  - El Rito UMC, built by VIM teams in the early 1960's **CLOSED 2009**
  - **Alcalde UMC**, where a plaza school was opened in 1917 and operated with eight grades in three rooms until 1980. The church was built in the 1950's. La Loma Vista, the cemetery close to the church, is owned by the United Methodist Church and has served as the only Protestant cemetery in the area.
  - **Velarde**, where the work began in 1912. The original building, Hauser Memorial Chapel, is still used as the church.  
(This tour will take about one half day.)
- Visit Taos, NM, 45 miles north. You may take the lovely Taos Canyon road (State Route 68) or the High Road to Taos (up State Route 76, through Chimayó and Truchas). The High Road is especially beautiful in the fall when the aspens are golden. In Taos, visit **El Pueblito UMC**, which houses The Shared Table, a very effective soup kitchen. You may also want to go to the famous Taos Pueblo for a tour. Taos has many art galleries and museums. The Rio Grande Gorge Bridge is a great place for a picnic lunch. (one day)
- On an afternoon, go to **Los Alamos, the Atomic City**. The views are spectacular, and the **Bradbury Science Museum** gives an excellent historical overview and offers many hands-on activities which both children and adults enjoy.
- Spend the rest of the afternoon at **Bandelier National Monument**, home of ancient cliff dwellers. You may want to take a picnic dinner or purchase food in the snack bar after viewing the visitors' center and hiking the ruins in Frijoles Canyon.
- On the way home after Los Alamos & Bandelier, stop in **White Rock at Overlook Park** and have evening devotions there. Amazingly beautiful views!

- Go to Chimayó, just eight miles East of McCurdy. Visit the **Santuario de Chimayó** and several of the interesting weaving, wood carving, and other gift shops. You might have lunch or dinner at the Rancho de Chimayó. (two hours to half day)
- Visit Santa Fe, the oldest continuous seat of government in the United States (since 1610). Spend time on the Plaza, seeing exhibits at the Palace of the Governors. From there, explore other museums, shops, St. Francis Cathedral, and the spiral staircase at Loretto Chapel. You might want to see the oldest church (San Miguel Mission) and the state capitol building. (up to a full day)
- Explore the pueblos close to Española—Ohkay Owingeh (San Juan), Santa Clara, San Ildefonso, and Pojoaque. (several hours)
- See Abiquiu and the Ghost Ranch area. You might take a side trip to see the El Rito church en route and lunch at El Farolito, a small, hole-in-the-wall restaurant that serves wonderful food. They DO NOT accept credit cards, so bring cash.
- Picnic at Echo Amphitheater. (half-day).
- Ride the Cumbres and Toltec Railroad from Chama (all day).