



McCurdy Ministries Community Center

Volunteers in Mission Team Member Handbook *Revised November 2018*

We are excited you are interested in volunteering at McCurdy Ministries Community Center (MMCC)! This handbook was created to help you plan an excellent trip to New Mexico. As you read or complete each form or training, please use this list to check off the required items to ensure you have completed everything needed for your trip. The following items are included:

- General information
- Things we need our volunteers to know
- Guidelines for VIM Teams
- Local points of interest
- Safe Sanctuary Training Instructions

Required Forms:

- VIM Team Member Application
- Medical and Liability Release Form
- Parental Consent Form (for youth only)
- VIM Skills Survey

History

United Brethren Deaconess Mellie Perkins founded McCurdy School in 1912 with four Hispanic students in Velarde, just north of Española. Over the next century, McCurdy educated thousands of outstanding students, including many who became doctors, nurses, teachers, social workers, scientists, counselors and engineers. McCurdy has been at its current location in Santa Cruz since 1915. Through the years, additional properties and buildings were added to the campus. Maintaining our buildings and our ministries provides opportunities for VIM Teams to make significant contributions to our mission. The help of our volunteers lifts our hearts, helps carry our load, and makes a difference for our children, youth, adults and families as well as saves us thousands of dollars in maintenance and program costs each year.

In August of 2012, we became the landlord for McCurdy Charter School (MCS), a public school which currently has 530+ students and is directly responsible to the New Mexico Public Education Department. Then in 2017, MMCC helped the charter school build their own campus on our western boundary and at the same time we became **McCurdy Ministries Community Center (MMCC)**. While continuing to provide preschool, after school, mental health, summer camp, breakfast and lunch and volunteer programs, we changed our name because we are expanding our ministries and programs to help children, youth, adults and families in the Española Valley. We have started a new adult High School Equivalency program, literacy coaching and will soon start parenting and grand parenting support groups. We also have expanded 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. McCurdy Ministries Community Center’s mission is to **“create hope and empower the lives of children, youth, adults and families through education, life skills and faith-based programs.”**

United Methodist Churches in Española

Valley View UMC and Santa Cruz UMC are the two United Methodist Churches in Española and they love to welcome volunteers to their Sunday morning worship services.

New Mexico natural, historical, cultural & scientific opportunities

One of the wonderful aspects of McCurdy Ministries Community Center’s setting is the opportunity to interact with nature as well as the Hispanic, Native American and Anglo cultures, 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 nation. On your afternoons and evenings off, our VIM Teams are urged to visit nearby historic and cultural sites to learn about our area. We encourage you to go to the New Mexico tourism site at www.newmexico.org to learn more about the exciting places you can visit.

Mission and work

Volunteers in Mission Teams are made up of adults and youth who stay at MMCC for a week doing maintenance, repairs, improvements, administrative work, program support and community service. Sometimes VIM Teams participate in off-campus projects at one of the local United Methodist churches. The 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 on which they work. These projects may include construction, painting, cleaning, mowing, landscaping, and office 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 maintain and improve our programs and campus to help us better serve the people of the Española Valley.

Educational opportunities

Volunteers will learn about our mission, history, and the people we have served since 1912. We share McCurdy Ministries Community Center'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 will also learn about our programming and the needs of the students, families and community.

Your schedule

The time you spend at McCurdy Ministries will be divided among work projects, fellowshiping with your team and our staff, learning about our mission, and visiting places of cultural and historic interest. Most work is done in the morning and early afternoon. The normal VIM Team Schedule is Monday, Wednesday and Friday from 8 AM to 3:30 PM, and Tuesday and Thursday from 8 AM to noon. (Unless you are here during a holiday and then the holiday would be your free day and your team will work the other days through 3:30) This gives our volunteers ample time to visit local areas in Northern New Mexico. At 8 AM (following breakfast), participants gather in 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! Once your Team Leader returns the Team's Skills Survey (at least 30 days before your arrival), we can be more specific about your work assignment so you can plan what tools to bring with you.

Your preparation

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

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 Leader and all the adults on the team are responsible for the welfare of the team. **McCurdy staff will be your hosts while** you are on our campus. Our staff will give leadership to work projects, orient your group, and lead a tour of the campus. Please follow their guidance regarding team conduct. 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.

Campus Rules and Regulations

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

1. We encourage your team to have daily devotionals, group worship, prayer time, journaling time, and/or reflection time while on our campus.
2. The adult to youth ratio for a Volunteers in Mission Team 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. In the dining room, shoes and shirts must be worn. No hats, tube tops, short shorts or halter tops should be worn in the dining room.
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 bare feet.

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 our volunteer manager or maintenance director.
3. 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 for personal laundry.
4. 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. Team members are to 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. 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.
5. You can receive mail while your group is at McCurdy. Mail arrives at the business office Monday through Friday. The mailing address at McCurdy is: your name, group name or name of your church, c/o McCurdy Ministries Community Center, 362A S McCurdy Road, Española, NM 87532.

6. 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 also should 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.
- **Equipment:** We recommend you bring your own work gloves, a water bottle, flashlight, Bible, pencil/pen and paper, camera, 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. Also, camouflage clothing is not allowed.

Emergency phone numbers

- 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.
- CVS Pharmacy 505-367-3594
- 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 and 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.

VIM Team Member Application

To be filled out by each team participant and kept in the Team 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.

VIM Team service dates: _____

Name: _____ Date of Birth: _____

mm/dd/yyyy

Home phone _____ Work phone _____

Cell phone _____ Age: _____ Sex: _____

Email address: _____ Occupation: _____

Hobbies/interests: _____ Languages: _____

Missions experience and location: _____

Name of Church: _____ Pastor: _____

Dietary Restrictions (if applicable and eating meals in the cafeteria): _____

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.)?

Emergency Contact Information

Primary contact in case of emergency:

Name _____

Relationship to team member _____

Mailing address _____

Street

City

State

Zip

Home phone _____ Work phone _____

Cell phone _____

Secondary contact in case of emergency:

Name _____

Relationship to Team Member _____

Mailing address _____
Street City State Zip

Home phone _____ Work phone _____

Cell phone _____

OTHER INFORMATION YOU WISH TO ADD IF AN EMERGENCY ARISES:

McCurdy Ministries Community Center Volunteer Covenant Agreement

To be filled out by each team participant and kept in the Team Leader's possession throughout the trip.

The following commitment is crucial to the effectiveness, quality, and positive expression of our work together. As a participating member of a McCurdy Ministries Community Center VIM Team, I agree to:

1. Support my team leader and their decisions.
2. Respect the host's religious views, realizing that different people have different expressions of faith.
3. 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.
4. Strive for harmony among team members, MMCC staff, and the people we serve, keeping in mind local conditions and customs. To do this I will treat others better than I would like to be treated. I will be sensitive to the local societal customs and laws, use common sense and good judgment in all things, be considerate, tolerant, open minded, and patient with other people, customs, beliefs, and needs.
5. Abstain from using alcohol, tobacco, illegal drugs, profanity, wearing inappropriate clothing, and engaging in other objectionable behavior, from the time of my departure until my return home.
6. 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.
7. Refrain from gossip. If it is not true, good, and positive, I will not say it.
8. Be flexible. Due to unforeseen circumstances or emergencies the work you are assigned to do may change.

I understand that team members must be cheerful, cooperative, flexible, and patient. I agree to cooperate with the team leader(s) and McCurdy Ministries' staff concerning our life together, including daily assignments, food, lodging, 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), and to abstain from the use of alcohol and tobacco while on the mission trip.

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 Community Center Medical & Liability Release Form

Print this form, complete the information, have your signature notarized, and give it to your Team Leader.

I _____ authorize _____, if I am unable
First MI Last Team Leader Name

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 Team _____ Dates _____

Home Physician _____ Phone _____

Medical Insurance Provider _____ Phone _____

Policy Number _____ Group Number _____

Allergies _____

Medications (include name and dosage) _____
(If more space is needed, attach a complete list)

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

Describe any physical limitation(s) _____

Additional Medical Information _____

Liability Release

The undersigned releases and agrees to hold harmless McCurdy Schools of Northern New Mexico (trade name is McCurdy Ministries Community Center), 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 Ministries Community Center VIM Team 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 their 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/Guardian Release of Liability and Consent Form

Print this form, complete the information, have your signature notarized, and give it to your Team Leader. The consent must have signatures of parent(s) or guardian(s) (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. If there is only one guardian then one signature will suffice.

We/I, _____, the parent(s)/guardian(s) of (minor child's name) _____ give our child, a minor residing at (full home address) _____, permission to accompany a **Volunteer in Mission Team to McCurdy Ministries Community Center 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 dosage) _____ and providing such prescription to my child for treatment.

Now therefore, in consideration of the permission extended to our child to participate in the VIM Team trip, we do hereby for ourselves, our child, and our heirs, executors, and administrators, remise, release, and forever discharge the team leader(s) (leader name) _____, McCurdy Schools of Northern New Mexico (Trade name McCurdy Ministries Community Center) and its employees and board of trustees, as well as all other participants and sponsors of said 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 trip, to consent to allow the team leader(s) (leader name) _____ to act in loco parentis (in the place of a parent) 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.

_____ <i>Parent/guardian</i>	_____ <i>Parent/guardian</i>
_____ <i>(Full home address)</i>	_____ <i>(Full home address)</i>

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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 _____

VIM Skills Survey

To be filled out by each team participant to help ensure a good use of your skills during your time at McCurdy.

VIM Team Service Dates: _____

Team Leader: _____

Name: _____

Sex: _____ Age: _____

Opportunities to Serve

Possible volunteer tasks include office work, general maintenance, lawn care and assisting in programs or classrooms. Please indicate below the work preferences you prefer.

Specific Skills

- _____ Carpentry
- _____ Childcare
- _____ Computer/IT
- _____ Data entry/filing
- _____ Electrical
- _____ General maintenance
- _____ Painting
- _____ Plumbing
- _____ Yard work

Preferences

- _____ Indoors
- _____ Outdoors
- _____ Manual labor
- _____ Mid-range manual labor
- _____ Minimal manual labor
- _____ No manual labor

Programs

- _____ After-School Assistant
- _____ Classroom Assistant
- _____ Preschool Program/Office Asst.
- _____ Project Cariño /Counseling Assistance (license required)
- _____ Project Cariño /Office Assistance
- _____ Camp Stars Assistant
- _____ Cafeteria Assistant

Please Share Your Expertise

In order to more fully understand the skills and abilities a team member could bring to a mission team, please share your specific expertise to enable us to better match you to the project/work areas that are needed. Use the following space to list any specialized expertise or skills that could prove valuable to our mission work (i.e., artist, seamstress, welder, auto mechanic, plumber, electrician, teacher, counselor, etc.). Include a description of how you envision these skills or abilities being used.

Once completed submit your application to McCurdy Ministries Community Center by clicking here.
(Link should email to eromero@mccurdy.org)

Once completed submit your application to your team leader by including their name _____ and email address _____ then clicking here.
(Link emails name and email address provided and a copy emailed to the applicant also.)

If you have questions or concerns about this application please email Eufemia Romero at eromero@mccurdy.org or call her at 505-753-7221, ext. 210.