



McCurdy Ministries Community Center

VIM Team Leader Handbook

Revised November 2020

We are excited you are praying about and exploring bringing a Volunteer in Mission Team or Emergency Response Team to **McCurdy Ministries Community Center!** We believe you will be inspired to be a part of our ministry and enjoy our climate, our mountains and our culture.

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 Work 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 PreK, after school, mental health, summer camp, 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 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.”**

Volunteering at MMCC

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 Community Center 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 by going to the volunteer tab at the top of the page on our website at www.mccurdy.org. On the next page is a **CHECK LIST** of all the items you must complete and return to our Volunteer Registrar Eufemia Romero via email at eromero@mccurdy.org or mail to her attention at 362 A S. McCurdy Road, Española, NM 87532 **BEFORE** your trip to McCurdy. If you have questions you also can call Eufemia at 505-753-7221, ext. 210.

VIM Team Leader Packet

Please read this packet containing the following documents carefully before sending in your application: **VIM Checklist, Team Member List, Fee Schedule, Safe Sanctuary Training Standards, Steps to Organize a VIM Team, Proof of Insurance/Certificate of Liability Form, VIM Team Application, Driving Directions and VIM Skills Survey**. The McCurdy VIM Team Member Handbook also contains the **VIM Team Member Application, the Medical and Liability Release Form, and the Parental Consent Form** that should be given to each team member to help them prepare for their time at McCurdy. To download a copy of this handbook go to www.mccurdy.org and click on the Volunteer tab at the top of the page.

McCurdy Ministries Community Center'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 VIM teams each year. Making your reservation early will help ensure you can come to McCurdy on your preferred date.

VIM Team Application, deposit and 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.

VIM Skills Survey and date submitted _____

Due **TWO WEEKS** before arriving on campus. If we do not receive the VIM Skills Surveys two weeks before your trip, we cannot prepare ahead of time for your arrival. If your VIM Skills Surveys are 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.

VIM Team Member Contact Information _____

Due one week before arriving on campus.

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. If your local church does not provide trip insurance then 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 low cost 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, or 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!

MMCC Fee Schedule

Please note that all fees and meal information are subject to change due to economic circumstances.

Meals

Charges for meals for VIM Teams and ERT Teams include: **\$4.50 for breakfast and \$6 for lunch for a daily total of \$10.50.** Sack lunches are available on Tuesday and Thursday at a cost of \$4.50 and must be requested one day in advance.

Groups that would prefer to cook their own meals are welcome to use the Retreat Center kitchens for cooking for their group. The group leader is asked to ensure that the Retreat Center kitchen you use is thoroughly cleaned at the end of your stay. Please reserve the Retreat Center kitchens ahead of time with Eufemia Romero at eromero@mccurdy.org.

Housing

Volunteers are housed in Pilling Retreat Center which can house up to 45 volunteers. The Retreat Center has 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 standards 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 to whom they are related. 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.

Note: 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 Trip to McCurdy

1. **Contact Eufemia Romero** at 505-753-7221, ext. 210, eromero@mccurdy.org, 362A S. McCurdy Road, Española, NM 87532 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 **VOLUNTEER** tab at the top of the page.
3. **Return the completed VIM Team Application** to McCurdy Ministries by mail, email or fax. Please send the \$250 deposit for every 15 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 Ministries Community Center VIM Team** with your local church, district and conference by sharing the MMCC story and the difference we make in the name of Jesus. For information to use in promoting your McCurdy trip go to the McCurdy website at www.mccurdy.org on the top of the page you will see a **News & Resources** tab. There you will find the latest newsletter, annual report, program summary, bulletin insert, a three minute MMCC program video, a seven minute McCurdy Testimonial video and a five minute MMCC capital campaign video suitable for worship services with your congregation and recruitment meetings for your team. We have volunteers and board members from across the country that may be able to travel to your church to promote McCurdy Ministries and your McCurdy VIM Team. To explore this possibility please contact Rev. Diana Loomis, director of development/church relations, at dloomis@mccurdy.org or call her at 505-753-7221, ext. 352.
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 Community Center requires all VIM Teams to provide a **Proof of Liability Certificate** from the company insuring your local church which lists McCurdy Ministries Community Center as an additional insured. In addition, each group should determine whether the church's insurance covers accident and health insurance for your VIM trip. If not, then we recommend you purchase trip insurance through your local church's insurance agency or through your Annual Conference VIM office. If they 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, or 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 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 MMCC 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 top of the home page. Please note youth ages 15-18 are required to complete the Safe Sanctuary Training for a fee of \$15 but are not required to complete the criminal check. Adults 19 and over are required to complete the training and criminal check for a fee of \$30. Safe Sanctuary Certification lasts for four years. For more information, see pages 9-11 of this packet.

10. **Arrange your transportation and travel schedule.** If possible, please plan to arrive at McCurdy between 4 PM and 6 PM on Sunday unless other specific arrangements have been made with our volunteer registrar Eufemia Romero.
11. **For youth teams, MMCC'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 Patricia Alvarado, executive director.
 - **When leading a Youth VIM Team, the leaders should be experienced in dealing with youth.** The MMCC staff is small, 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 Community Center has reviewed, approved, and will accept, Safe Sanctuary/Safe Ministries** certifications from the following Annual Conferences in lieu of our Safe Sanctuary training:

The Missouri, Oklahoma, 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 approved by MMCC because their training meets all McCurdy's standards.

The Central Texas Annual Conference MinistrySafe Certification has been approved with the following requirements: All MMCC volunteers over 18 must complete at least a level 3 MinistrySafe 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 MMCC VIM Registrar, Eufemia Romero, no later than two weeks before the team's arrival on campus.

The Susquehanna Conference Safe Sanctuary Training has been approved. However, the McCurdy Ministries Community Center Safe Sanctuary Policy calls for a nationwide background check that covers felonies as well as misdemeanors. Therefore volunteers from the Susquehanna Conference who are 19 or over will have to complete a background check through the McCurdy Safe Sanctuary Training Module on our website at a cost of \$15. Please contact Eufemia Romero, volunteer registrar, for instructions on how to complete the background check.

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

Other Responsibilities as a VIM Team Leader

1. **VIM Required Forms:** There are a number of forms that the VIM Team Leader needs to keep with them at all times throughout the mission trip. They include:
 - VIM Team Member Application
 - Medical and Liability Release Form (notarized) for each team member
 - Parental Release of Liability and Consent Form (notarized) for each youth team member

Other forms and information to keep with you include:

- VIM team member contact information

- Any Conference VIM medical and liability release forms
 - A copy of the Certificate of Liability Insurance
 - Additional emergency contacts (i.e., your VIM Conference contacts, your local church contacts, Española emergency numbers)
2. **Health Issues:** The Team Leader is asked to familiarize himself or herself with team members' allergies, medicines and medical conditions and to make sure each Team Member brings the medicines needed for the trip. **The Team Leader should keep a file of each Team Member's forms readily available throughout the trip.**
 3. **McCurdy Check Out:** At check-out time, all linens (with the exception of mattress pads, quilts or blankets) are to be placed 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. **The Team Leader is responsible to see that all common areas in the occupied wing (including rooms, hallways, kitchens, and bathrooms) are clean and all trash is taken to the dumpster.** Each room must be swept and mopped and the bathrooms cleaned before leaving. The keys to each room are to be left on the dresser in the room. **The Team Leader is asked to personally check each room for cleanliness and to ensure the room keys have been left in the room.**

McCurdy Ministries Community Center Safe Sanctuary Training Standards

(Revised February 2019)

McCurdy Ministries Community Center (MMCC), along with the United Methodist Church affirms that all children, youth and vulnerable adults have the right to safe sanctuary. MMCC 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's 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. MMCC 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 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 MMCC online Safe Sanctuary training and be certified **before your arrival on campus. The Missouri, Oklahoma, 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 approved by MMCC because their training meets all McCurdy's standards.**

The Central Texas Annual Conference Ministry Safe Certification has been approved with the following requirements: All MMCC 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 MMCC VIM Registrar, Eufemia Romero, no later than two weeks before the team's arrival on campus.

The Susquehanna Conference Safe Sanctuary Training has been approved. However, the McCurdy Ministries Community Center Safe Sanctuary Policy calls for a nationwide background check that covers felonies as well as misdemeanors. Therefore volunteers from the Susquehanna Conference who are 19 or over will have to complete a background check through the McCurdy Safe Sanctuary Training Module on our website at a cost of \$15. Please contact Eufemia Romero, volunteer registrar, for instructions on how to complete the background check.

Once my annual conference Safe Sanctuary (or similar) certification process is accepted what is next? Each volunteer or team leader 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 MMCC 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 Community Center Board of Directors that as of Feb. 1, 2013, all volunteers and staff must be Safe Sanctuary certified by McCurdy Ministries Community Center 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.

If you have questions about our Safe Sanctuary training please contact Eufemia Romero at eromero@mccurdy.org or at 505-753-7221, ext. 210. You may write to Ms. Romero at McCurdy Ministries, 362A S. McCurdy Road, Española, NM 87532.

VIM Team Application

To be filled out by the VIM Leader and submitted to McCurdy Ministries Community Center within 30 days of making trip reservation.

Group name _____ VIM 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)

VIM Mission Dates

(first choice) _____ (second choice) _____ (third choice): _____

We wish to enroll in the McCurdy Ministries Community Center VIM Program for the dates marked above. If accepted, we agree to follow procedures in the MMCC 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, 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 next year. _____ (Leader initials)

We commit to provide donations to McCurdy Ministries Community Center 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 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 www.mccurdy.org and click on the Safe Sanctuary Training link on the top of the home 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**. The work week schedule is Monday, Wednesday and Friday from 8 AM to 3:30 PM, Tuesday and Thursday 8 AM to noon. Taking the afternoons off **is optional**. Project work will not be scheduled on Saturdays and Sundays, unless approved by Executive Director. 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!

Our team will include:

_____ All adults (_____ male _____ female)

_____ Youth and 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 15 people)

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 or mail it to Eufemia Romero, 362A S. McCurdy Rd, Española, NM 87532. Ms. Romero will guide you through all application issues including reservations, insurance, Safe Sanctuary training, accommodations, site seeing suggestions, the VIM Team Work Skills Survey and the type of work you will be doing.

VIM Team Member Contact Information

This form is to provide McCurdy Ministries Community Center contact information on all our volunteers and to help VIM team leaders keep track of their team members' contact information in case of an emergency. Please complete this form and send a copy to Eufemia Romero at the MMCC office at eromero@mccurdy.org at least one week before you arrive on campus. Please **print** clearly and legibly.

Church _____ Annual Conference _____

City _____, State _____ Team Leader _____

Name(s) _____ Address _____

Telephone _____ Email _____

Name(s) _____ Address _____

Telephone _____ Email _____

Name(s) _____ Address _____

Telephone _____ Email _____

Name(s) _____ Address _____

Telephone _____ Email _____

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Name(s) _____ Address _____

Telephone _____ Email _____

Driving directions to McCurdy Ministries Community Center

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 Española/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 Española /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 Ministries Community Center 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.