



*P.O. Box 267  
24474 AL HWY 75  
Sylvania, AL 35988  
Phone (256) 638-2126  
Fax (256) 638-2125  
usmpstaff@hotmail.com*

Dear Mission Partner,

Greetings from Upper Sand Mountain Parish. We are glad that you are considering coming here to be in ministry with us through our mission work! In this packet, you will find the following to help you discuss and plan your time on Sand Mountain:

- **Possible Work Projects Around the Parish for 2022**
- **Application for your team**
- **Invoice to send with deposit**
- **Covenant for Success**
- **Leadership Planning**
- **Suggestions for Mental and Spiritual Preparation for the Mission Service Team Experience**
- **T-Shirt Order Form**
- **Medical Releases (one will be needed for each person in your team)**
- **Statement of Activities and Release (one will be needed for each person in your team)**

As you plan and prepare for your time here with us, we hope you will be thinking about how you can get to know our communities. We hope that you will see the face of Christ in many different places while you are working alongside us. For free-time activities, we have many state parks with hiking trails and other outdoor fun. We also have a skating rink, bowling alley, and movies. If you want to drive a little farther, we are not far from Huntsville and Chattanooga.

We hope that as you review this package you will feel free to contact us with your questions. After you have confirmed your date with us, please return the application and invoice with \$250 deposit so we can begin planning for your arrival.

I am also willing to come to your church, school, or organization to share the vision and mission of the Upper Sand Mountain Parish. Many leaders have discovered that my presentation is very helpful in recruiting and inspiring their team prior to their trip. If you would like to contact me about a potential presentation date, email me directly at [woody.woodin@umcna.org](mailto:woody.woodin@umcna.org) or call me at (256) 404-8274.

Faithfully yours,

Rev. James “Woody” Woodin, Executive Director  
Upper Sand Mountain United Methodist Larger Parish Inc.

# Mission Service Team Application

Date: \_\_\_\_\_ Church/Group Phone Number: \_\_\_\_\_

Church/Group Name: \_\_\_\_\_

Church/Group Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Dates requested: 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_

How many persons will you have in your group:

Adult Leaders: \_\_\_\_\_ Youth: Males: \_\_\_\_\_, Females: \_\_\_\_\_, Total \_\_\_\_\_

*(We request at least 1 adult for every 7 youth members of the team, in accordance with Safe Sanctuary policy.)*

We require your group to have its own liability insurance coverage. Your church policy should offer that coverage. We also need to have an information and Medical Release Form on each member of your team.

What is your insurance company and policy number to provide liability coverage?

\_\_\_\_\_

Please give us some idea about the work your group is interested in doing:

\_\_\_\_\_

Specialties of any skilled team members:

\_\_\_\_\_

Anticipated mode of transportation: \_\_\_\_\_ # of vehicles: \_\_\_\_\_

Signature of team leader: \_\_\_\_\_ Date: \_\_\_\_\_

You will receive **1 t-shirt for each registered participant**. If you would like to purchase additional t-shirts, please send **\$15 for each additional shirt and list the additional sizes below along with your team's**.

Please specify in the chart below how many t-shirts you want in each size.

Adult Sizes						
Small	Medium	Large	1X	2X	3X	4X

# INVOICE

Mission Service Team hosted by the Upper Sand Mountain Parish

Church/Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Our group is planning to bring \_\_\_\_\_ youth and adults \_\_\_\_\_

Please be aware that we require the balance of your payment for the Mission Service Team to at the time of your arrival. The formula for determining that total is as follows:

# of Team Members \_\_\_\_\_ x \$15 for T-shirt + \$10 per night = \_\_\_\_\_ - \$250 deposit = \_\_\_\_\_  
(balance of your payment due upon arrival)

Please calculate the actual number of people in your group using the formula above. This includes the cost of a T-shirt for each member. Please complete the T-shirt order form to return with this invoice so that the T-shirts will be available when you arrive. You are responsible for the entire cost of people you determine to be a part of your Mission Service Team at the time of your arrival. There will be no refunds for any cancellations you may have to make (substitutions will be allowed, if applicable.)

# Upper Sand Mountain Parish Permission to Photograph

24474 AL HWY 75  
Sylvania, Alabama 35988

From time to time, we take pictures of special events. We would like your permission to use these pictures on the Parish website, Facebook, advertising, newsprint, programs, bulletin boards, etc. Pictures would be selected to highlight activities at the Parish. We will never reference your loved one by name or provide any specific information regarding your loved one.

*Please take a moment to let us know your preferences regarding our use of photos of your loved one.*

\_\_\_\_\_ YES, I grant permission to use photos of my child/resident/loved one/self on Upper Sand Mountain Parish, Sylvania, Alabama above-mentioned publications.

-OR-

\_\_\_\_\_ NO, Please do NOT take or use any photos of my child/resident/loved one/self.

*\*Please note that this applies to at risk adults (elderly and special needs) as well as children.*

List Name(s) of participants - children, residents, loved ones.

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Parent/Guardian's Name (Please Print):

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Parent/Guardian's Signature:

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Date: \_\_\_\_\_

For questions or concerns about this form, please feel free to contact Rev. James "Woody" Woodin, Upper Sand Mountain Parish Executive Director @ 256-638-2126. 11/15/2016

## Information and Medical Release Form

This form will remain with the USMP MST Coordinator and the Work Team at the site.

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Church/ Organization \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Who should we contact in case of an emergency?

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Allergies and Medications \_\_\_\_\_

Special Health Concerns \_\_\_\_\_

Health Insurance Company \_\_\_\_\_

Group # \_\_\_\_\_ Phone \_\_\_\_\_

Primary Insurance Holder \_\_\_\_\_ Employer \_\_\_\_\_

Primary Doctor \_\_\_\_\_ Phone \_\_\_\_\_

I hereby give my permission to have my son/daughter treated by competent medical personnel in the result of an accident or medical emergency while involved in the Upper Sand Mountain Parish, Inc. In the event of an emergency, and after reasonable attempts to contact me/us at the above listed phone numbers have been unsuccessful, I hereby give permission to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery (under recommendation of a qualified doctor) for my child/ward/self (if over 19) to the following priority order: 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) Physician selected by the Upper Sand Mountain Parish. I also agree that my insurance will be used for such medical care and I am aware that I will be billed for any medical care not covered by my insurance.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Statement of Activities and Release

The Upper Sand Mountain Parish, Inc. does work involving minor home repair, gardening and other light farm work, and processing and canning of fruits and vegetables. Volunteers may use hand tools such as paint scrapers, hammers, saws, lawn keeping devices, knives and other chopping devices. Activities may include climbing up and down ladders with and without supplies, tools, and other materials. Activities may also include chopping fruits and vegetables, stirring boiling liquids, and harvesting produce.

Volunteers may, in their free time, engage in non-sponsored activities, i.e. sports, or other activities of their choosing. The Upper Sand Mountain Parish, Inc. may sponsor some recreational activities including swimming, volleyball, etc. Volunteers are not required to engage in any work or recreational activity in which they feel they are not able safe. Special medical conditions must be communicated to the Uppers Sand Mountain Parish, Inc.

I, \_\_\_\_\_, have read and understand the above statement of activities and information material and understand the extent and nature of the activities in which I will participate. I hereby release and discharge the Upper Sand Mountain Parish, Inc. its agents, employees, and any and all persons connected therewith from any and all liability claims and causes of action of any type arising from or connected to my participation in the activities of the Upper Sand Mountain Parish, Inc.

I hereby consent to be treated by competent medical personnel in the result of any accident or medical emergency while involved in the activities of the Upper Sand Mountain Parish, Inc.

\_\_\_\_\_  
Signature of Participant

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Guardian (if Minor)

Date \_\_\_\_\_

# Mission Service Team

## Possible Work Projects 2022

At the Upper Sand Mountain Parish, Mission Service Teams are groups of youth, adults, or families who volunteer time, skills, and resources. Youth teams should have one adult leader or chaperon for every 6-8 youth. Teams should plan to divide into work groups of 6-8 persons for different projects during the day. Mission Service Teams may serve for a day, several days, or a week long experience.

Possible projects for Mission Service Teams fall into the following areas (depending on seasons):

1. Repairing Low-Income Houses

One important focus for Mission Service Teams is home repairs for low and fixed income families. Projects may include minor repairs such as painting, repairing windows and porches, replacing roofing and floors, and other home repairs. We also work to ensure any homes needing handicap accessibility are taken care of. During fall, weatherization of homes is important.

2. Maintaining and constructing Parish and church facilities

This includes projects such as painting, yard work and improving facilities at the Parish Ministry Center or projects at our member Parish churches.

3. Canning and Preserving Food at the Better Way Cannery

An important part of the gleanings process is preserving food for distribution during seasons when no fresh vegetables are available. Working with local leaders, Mission Service Teams will help prepare jars and food for canning and learn food preservation skills to help feed the hungry. This food will be distributed through the Parish food pantry and through other soup kitchens and food pantries in North Alabama. Homemade jams and jellies are also prepared in our cannery to support Parish ministries.

4. Day Camps or VBS for Area Children (Weekends or regular school breaks)

This weekly program provides outdoor fun time that includes recreation, stories, crafts, music, and food for community children living locally in low-income areas. More information and planning for this will arrive with your packet 3 months prior to arrival.

# A Covenant for Success

We are blessed to have the opportunity to serve God by being volunteers in missions. Our primary focus as volunteers is to show the love of Jesus Christ to all we encounter, as we invest ourselves in the mission work we come to do. We will need to be patient, flexible, adaptable, and understanding. There will be times when things do not go as planned. Delays may happen and we will need to make the best we can of that situation. Cooperation is the key! We will face the need to cooperate with many, varied people and conditions during our time in service. So remember that a positive attitude will go a long way, especially on hot, muggy days. Remember to smile, even in difficult times, as we work to relieve the suffering of those around us.

## **Team Guidelines:**

- **No alcohol, drugs or other illegal substances.**
- **No knives, chains, or other items that may typically be used as a weapon.**
- **Refer any changes, suggestions or concerns to your leader. Don't make independent decisions, as they can affect other people.**
- **Work to acceptable standards. Do the best you can!**
- **Ask questions if you don't know what to do or how to do it. Remember questions and answers are a part of good stewardship.**
- **Don't assume you know the entire plan of things. Ask before you do anything in addition to what you have been instructed to do.**
- **Wear modest clothing- shoulders covered, fitting shorts that are long enough, and sensible and safe shoes.**
- **Use sunscreen lotion during your outside work and play.**
- **Foul or undesirable language is not permitted.**
- **Keep workspace and living space sanitary, safe, and secure.**
- **Don't criticize, gossip, or start rumors.**
- **Have fun while you are here and spread God's love with cheer!**

## Leadership and Planning

Teams at the Upper Sand Mountain Parish are self- sustaining with support of a Parish staff member for project work. Your team will be responsible for leadership during the day and for evening programs. Each team participating in home repairs needs to include a person skilled in carpentry and construction techniques.

We hope that your team will be intentional in planning daily reflections, morning devotions, and evening programs during the week. Topics may include: Identification of Personal Gifts for Ministry; the Theology of Service; Caring for the Least of God's Children; Appalachian Culture and History; Team Building; Global Missions; Stewardship and the Environment; Justice and Peace; and Conflict Resolution.

Pastor Woody, our Executive Director, will be happy to come to your church, school or organization and make a presentation on behalf of the Parish to help in the planning phase of your trip. Parish staff will provide orientation to the Parish and its year round ministries upon arrival.



## Housing and Meals

Mission Service Teams have different housing options depending on the size and preference of each group. Holland's Chapel, which is a church building that has been converted into a bunkhouse, is a popular option for groups of 22 or fewer. Holland's chapel has a full kitchen, restroom and shower facilities, washer and dryer, and a common area for group devotion and discussion times. Larger groups generally stay at one or multiple of the Parish member churches. The Mission Service Teams should bring sleeping bags and/or bedding for twin-sized mattresses that the Parish provides for groups up to 30 persons in size. Groups larger than 30, or anyone who would prefer to bring their own air mattress to sleep on is certainly welcome to do so.

Teams will be responsible for their own meals but there are meals throughout the week that will be offered for your group by Parish Member Churches and prior to Thursday Evening's worship at Scottsboro FUMC. Your itinerary and meals being offered will be planned with the help of Parish staff prior to your arrival based on your dates and duration of stay. Because of the distance between work sites, we suggest brown bag lunches during working days. In some cases, it is possible to meet at a central location for lunch together. Supermarkets are available in the area to purchase needed food items during your stay. If arriving after 5:00 p.m. on Sundays, it is recommended that you purchase food for Monday breakfast and lunch before settling in for the night.

## Transportation

Teams are responsible for their own transportation during your stay on Sand Mountain. Because of the distance between work sites and the need for transporting materials to work sites, we suggest that you plan for at least one vehicle for every two working groups. Vans or large SUVs are recommended for transportation purposes.

## Insurance

Mission Service Teams are responsible for liability and medical insurance for the team as a whole and also for individual members. We suggest that each team obtain medical information along with release forms for members 18 years old and under. In case of an emergency this would prove to be helpful. United Methodist Mission Service Teams may obtain Liability and Medical Insurance coverage, in most cases, through your Conference office.

## Schedule

This is the basic schedule for the week from Monday to Friday.

Please know that we encourage teams to experience an “off” day while you are here. Traveling to Huntsville or Chattanooga also offers many unique opportunities.

The Upper Sand Mountain Parish is flexible in scheduling Mission Service Teams. We try to meet your expectations and needs. We have also partnered with the Little River Canyon National Park for a day (usually Wednesday) of education, sightseeing, and environmental mission project work.

### Typical Mission Work Day Schedule at USMP

7:00 a.m. Rise and Shine!

7:30 a.m. Breakfast

8:00 a.m. Morning Devotion time

9:00 a.m. Arrive at Ministry Center to prepare for the day's work

9:15 a.m. Travel to work site

12:00 p.m. Break for lunch

12:45 p.m. Continue work

4:00 p.m. Clean up work site for the day

Return any Parish tools/ladders/supplies to the Ministry Center

Return to housing to rest, relax and shower

6:00 p.m. Dinner

Free Time and other activities

Group Devotions/ Time for Sharing

10:00 p.m. Lights Out- You'll need the sleep!

## Mental and Spiritual Preparation for the Mission Service Team Experience

It is helpful for groups to begin preparing for mission work well in advance. The ideal time to begin to prepare for a service project is several months before your anticipated arrival. After you determine that your group is ready to do mission work, please consider the following suggestions. Keep in mind that every group is different and some of these ideas may not pertain to your situation.

- Designate a leader/co-leaders/coordinator. Different groups do this different ways. Some choose (one) leader, some choose different people to be in charge of different aspects of the trip (i.e. food, worship, recreation, tools, transportation).
- Set your Mission Service Team preparation time apart from UMYF, Sunday School class, and regular church meeting times. Your Mission Service Team will have its own focus.
- Have your group meet on a regular basis to keep everyone updated, do group building activities, talk about fundraising efforts, etc.
- Set group guidelines for participation in your Mission Service Team (i.e. attendance at meetings, participation in fundraising).
- Have an application form for people on your team to complete. Once these have been turned in, have the group create a covenant to be signed by the participants. This will help everyone identify their strengths and their personal reasons for wanting to be involved in such an endeavor. It will also help you to identify the expectations of the group and will help to solidify everyone's commitment to the trip.

- Hold training sessions to learn certain skills before the trip (i.e. basic carpentry or plumbing; painting techniques such as scraping, using a brush or a roller).
- Invite a speaker who has been on a mission trip before. Invite someone who can address issues such as the effects of poverty and what the Christian response can be to poverty.
- Work with a group in your area doing urban ministries, a Cooperative Parish or Habitat for Humanity, on weekends.
- Do workday projects for people in your community or a maintenance day at your church.
- Work on team building and group dynamics. It helps to have already worked to break the ice before you depart for Sand Mountain.
- Be intentional about involving all members of your group. Divide the responsibilities because everyone can make a contribution.

## Questions to Consider

Have individuals or small groups consider these questions and report back to the larger group:

1. How many or how much of the following do you own or receive?
  - a. Pairs or shoes
  - b. CD's/ DVDs
  - c. Electronic devices (cell phones, I-pods, etc.)
  - d. Spending money per week
  - e. New clothes
2. How many close friends do you have who do not have a lot or any of the above items?
3. How many people that attend your church can you identify as "poor" or on welfare?
4. When repairs need to be made at your house, who does the work? Why?
5. What significance do you think the above questions will have on your Mission Service Team experience?
6. What experiences have you had in relating to people who have a different culture from your own?
7. Why do you want to participate in this mission trip?
8. What do you hope to accomplish by being a member of this Mission Service Team?

After this exercise and sharing time, come together as a group and compose a Mission Statement that describes who you are, what your purpose is and the goals you wish to accomplish together. It may be helpful to look at the United Methodist Mission and Ministry section in the Book of Discipline. Your pastor should have a copy.

It may also be helpful to talk about some of the realities of mission work, such as:

- It may be hot or rainy
- You will be doing hard physical work
- You will be living in conditions different from home (i.e. little privacy, shared living and shower space)
- The houses you work on may be dirty, falling down, smelly
- The people you were working with may not take care of their homes and themselves in the same way your family does

How do you think Jesus would respond in these situations? How does God call us to respond to these situations? How can we be the Body of Christ in today's world?

# WHAT TO BRING

Individuals – Below is a list of suggested items for each participant to bring:

**Bible**

**Work Clothes**

**Casual Clothes**

**Pajamas (Emphasis on modesty here due to lack of privacy)**

**Swimsuit (Again emphasis on modesty; most camps require one-piece for women)**

**Tennis Shoes**

**Hat**

**Work Gloves**

**Pillow**

**Towels**

**Toiletries**

**Sunscreen**

**Camera (Cell Phones usually have good coverage in our areas but very limited wifi)**

**Sleeping Bag or Bedding for Twin-sized bed / (Air mattress optional)**

**Pleasant Disposition**

## Miscellaneous Items

**Games / Recreation Equipment**

**Water jug / Coolers**

A TV and DVD player is available

You could collect plastic grocery bags to donate to our resale shops and food pantry.

## **LOCAL ATTRACTIONS**

**Rainsville Public Pool**

**256-638-9981**

**Rainsville Indoor Pool**

**256-638-4348**

**Rainsville Fun Center**

**256-638-7300**

**Unclaimed Baggage Center Scottsboro**

**256-259-1525**

**Cathedral Caverns State Park**

**256-728-8193**

**Little River Canyon**

**National Preserve**

**256-845-9605**

**Sequoyah Caverns**

**1-800-843-5098**

**U.S. Space and Rocket Center - Huntsville**

**1-800-637-7223**

**Tigers For Tomorrow**

**256-524-4150**

**Henagar Drive-In Movie**

**256-657-134**