



"Proclaim liberty to all the inhabitants of the land"- Lev. 25:10

Jubilee Project, Inc.

Mission Team Application

197 N. Jockey Street, PO Box 657, Sneedville, TN 37869

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Email: jubileeprojectsneedville@gmail.com

Website: <http://jubileeproject.holston.org>

Jubilee Project, Inc.

MISSION TEAM PROGRAM

APPLICATION PACKET

We appreciate your interest in the Jubilee Project Inc. mission team program. Volunteer mission teams make a valuable contribution to the services and programs offered to the community by Jubilee Project. The work, the enthusiasm, and the love shared during the mission team experience have a profound effect on the lives of the participants and those they serve.

The goals of our mission team program are fourfold:

First, We hope the time spent working and sharing together will help your group grow as Christians. We hope they will use the time away from their normal environment and routine to reflect and pray about the challenges and joys in your group's lives and that, each one will be spiritually enriched.

Second, We hope to make the daily work beneficial to the mission and the surrounding community.

Third, We hope that during your stay here that you will learn about the beauty and richness of the mountains and the people who live here and will compare their struggles and problems with those of your own communities. There are several videos about Appalachia at youtube.com. If you would like to hear about Jubilee Project, please check out the video available at jubileeproject.holston.org.

Fourth, We wish to help each individual understand what Jubilee Project is and why it is important to the Appalachian region of northeastern Tennessee.

The following information will assist you as you begin to put your mission team together. ***Please read it thoroughly and share it with all those involved in your planning.***

Application Instructions

Please complete the attached application and skill list (page 8) (we do realize that exact skills may not be known at time of application, but just give us an estimate and then update about 6 weeks before coming). Send these with your deposit to: **Jubilee Project, Inc. PO Box 657 Sneedville, TN 37869; Phone: (423) 733-4195. Email: jubileeprojectsneedville@gmail.com**

Estimate as closely as possible the number of people you expect to participate (please note the information under group ages and number). Jubilee Project welcomes mission teams throughout the year. We have many needs in spring and fall as well as summer. The months of June, July and August are the most popular times and will fill up first.

In Christ,

Lisa Nichols
Jubilee Project Director

Who Should Apply

The Mission team program at Jubilee Project welcomes both youth and adults. We accept youth fellowships, young adult and adult groups, intergenerational groups, and district and conference groups. **We ask that for every five youth (9th -12th grade), there is at least one adult. For every 4 junior high youth (6th- 8th grade), there must be one adult. Some of our most successful teams are an even mix of adults and teens.** This can be an excellent opportunity for mentoring and developing spiritual maturity in your young people. For family groups, please note that we have very limited space in which to house families together, and we do not have facilities to care for small children. It is the responsibility of the group to supervise any young children. (Please note there are some job sites that are inappropriate for young children – please let us know if you will have young children so we can make appropriate adjustments to the job lists and the schedules.)

Group Counselors/Leaders

For youth groups, the mission team leader needs to be an existing leader, rather than an adult that is new to the program. The group counselor/leader plays an integral role on the mission team; his/her enthusiasm and flexibility set the tone for the entire group. We depend on you to lead your work teams. You will make the assignments, meet with the staff daily to receive assignments and updates, plan the work, and discuss needs for completion of projects. If you are doing construction or another special project, you will need to bring people who have experience in those areas so that they can supervise your group for those activities. Usually some experience in home repair will be adequate. Please be aware that Jubilee Project abides by the United Methodist Church's Safe Sanctuary policy for child protection which requires two unrelated adults to be present at any event/worksites involving persons younger than 18 years old. The United Methodist Volunteers in Mission (UMVIM) has a helpful handbook and training program for work groups. We encourage you to make use of this helpful resource available at the umvim.org website.

Work

After you have applied and paid your deposit, your date will be locked in. Included in this packet is a form for listing the skill level and experience of each adult leader with your team. We will use this to help us decide which worksite is appropriate for your group. We will also look at the age of your group and the adult/youth ratio. If there are any special concerns, please make sure to notate them on the form and call us to make sure that we're aware of them. There are maintenance needs of Jubilee Project that may be considered as part of your scheduled work project. Jubilee Project's maintenance needs are ongoing and important to our overall impact in the area and, we are grateful for help in this area.

Accommodations

We are now using our Flat Gap School in Treadway to house teams. There are three classrooms for sleeping areas and 7 individual bathrooms and 6 with showers included. There is also a large gym area that can be utilized for sleeping or activities. There is a large, commercial kitchen and cafeteria area. We recommend that if you have some, air mattresses and sleeping bags they may come in handy. There is now a Dollar General store within walking distance of the Flat Gap School. The school and store are on heavily traveled highways and speeds routinely exceed the 55mph speed posted. For this reason, we ask that an adult accompany any youth walking to the store.

Food

We do not provide meals, but our accommodations has a kitchen where you can prepare your own food. You can also buy meals at Hardees, Pizza Plus, Mama DeLuca's Pizza/Subway, Michael's Diner or the River Place. There's a small grocery store, Greene's IGA, in town. However, if you want to buy things in bulk, we suggest

that you do so before you come over the mountain. **You will need to bring paper plates, napkins, plastic silverware, garbage bags, paper towels & toilet paper.**

Work Schedule

There is no set work schedule, each team sets their own. If you plan to take a day or part of a day off to do something fun, please let us know for our scheduling purposes.

Activities

Tubing and river trips are offered by River Place at Kyles Ford. You can find more information on their web site at <http://www.clinchriverecotourism.com>. Elrod Falls is a popular swimming location approximately one mile off Hwy 31 between the Flat Gap School and Sneedville. The nearest towns are Rogersville or Morristown (about 40 minutes away each). The Jubilee Project assumes no liability for any accident or injury occurring as a result of these activities.

Insurance and Waiver

Each group must provide its own health and accident insurance covering the trip to and from Jubilee Project and also for the duration of the stay here. Low cost insurance for mission trips is available through the United Methodist Volunteers in Mission (UMVIM), and may also be available through your conference office.

Make copies of the *Acknowledgement of Assumption of Risk and Waiver* (Page 9) for each person in your group to sign. **Bring the signed copies with you when you come.** For group members under the age of 18, a parent or guardian must also sign the waiver. Each waiver must be witnessed by 2 adults and must be turned in on arrival.

Medical Information

Each group should obtain a “*Medical Information and Release*” form from the parent or guardian of each youth who participates and one for each adult who participates.

TETANUS SHOTS: If you have not had a tetanus shot within the past seven years, you should consider having one. Each youth and adult should consult his or her health care provider on this point. Many county health departments will give free tetanus shots.

MEDICAL CONCERN: If anyone in your group has any unusual medical condition, concerns, or special needs, including dietary allergies, please make sure that all adult counselors are fully aware of the situation. There are two health clinics in Sneedville and a fully staffed emergency room/hospital (open 24 hours). There are three pharmacies (Walgreen’s, Value RX, and Smith-Turner Pharmacy). Serious medical issues may be airlifted to either Knoxville, Kingsport or Johnson City, TN.

Smoking and Alcohol Use

Smoking is not allowed in Jubilee Project vehicles or buildings; we ask that you refrain from the use of tobacco while on job sites. The use of alcohol or drugs is also prohibited. We reserve the right to ask anyone to leave if this policy is disregarded.

Phone Use

Verizon Cellular or Straight Talk have the best coverage in our area. Most other carriers get no reception in our valley, so plan accordingly. The contact cell number that you provide for us needs to have one of these services. Also, there is spotty coverage throughout the county, so please give the church and family members the Jubilee office number for emergencies (423-733-4195). If the emergency arises after office hours and they can’t reach you, they can contact the Director, Lisa Nichols, at 540-352-2138.

Travel and Arrival

Each group is responsible for providing their own transportation to all job site and other activities. Please contact us of time with an estimated time of arrival. **If you will not be arriving within an hour of your estimated time of arrival, please let us know.** Please contact Lisa (540-352-2138) about 30-45 minutes ahead of actual arrival at the housing facility to insure one of us will meet you.

Team Tools

Every member of the team should be prepared for being on a worksite by bringing work gloves, a hammer, sun screen and bug repellent. Most of you will be working in a rural mountain setting, so dress accordingly. We recommend bringing closed-toed shoes, long pants (for days you might be working in tall grass or bushy areas), sunglasses and a hat. Many of the sites involve painting, so wear work clothes that you don't mind getting paint on.

We ask that every team be prepared for light construction work. You may be on more than one worksite, depending upon the size of your group, so come prepared for at least 2 worksites. If you have people with a special construction skills, like plumbing or electrical work, please bring tools so that we can utilize their skills. A basic list of light construction tools would include:

- Cordless drills
- Circular saw
- Reciprocating saw
- Saw horse
- A few pairs of goggles
- Screwdrivers
- Pliers
- Utility knife
- Tape measure
- Speed square
- Level
- Scrapers and putty knives

Jubilee doesn't have a large supply of tools for teams, so other possibilities would include:

- Miter saw
- Ladders

Every worksite should have a first aid kit.

Scheduling

Applications are accepted throughout the year. **Once we have received your application and a \$100 deposit, your dates will be confirmed.** If you find that you must cancel your trip, please let us know as soon as possible. Deposits will not be refunded.

In filling out the application, please appoint ONE contact person in order to avoid confusion. That person should be on your team and be responsible for communicating arrangements to your team regarding the application and the information in this packet, work projects, etc.

You may choose a different person to be the team's construction or work supervisor. This supervisor will meet with Jubilee staff upon arrival. They will be the one who will be responsible for keeping track of all expenditures. The supervisor will also provide Jubilee with the number of people involved in a project and the number of hours worked.

Fee Schedule

The fee schedule is \$45.00 per person per night or \$220 per person for the week. This covers lodging and worksite materials and supplies. Your team needs to supply their own food and paper products. To insure the best possible experience for your team, we try to have job site supplies ready for you on day one. Therefore, we need to have your fees paid in full at least one week prior to your arrival.

At the end of your stay, please remember that another team may be directly following you..so please insure that the housing area (where you stay) is cleaned and in the condition that you would expect it to be when you arrived. Failure to do this will incur a \$60.00 cleaning fee that will be billed to your group.

Checks should be payable to "Jubilee Project, Inc." with "mission team" on the memo line.

Deposits and fees may be paid via check or money order. Deposits are NON-REFUNDABLE

JUBILEE PROJECT MISSION TEAM APPLICATION

Contact Person: _____

Home Phone: _____ Cell: _____

Email Address: _____

Address: _____

Church Name: _____

Phone: _____

Address: _____

Pastor's Name: _____

Number in Group:

Youth _____ (Male _____ Female _____) Adults _____ (Male _____ Female _____)

Children (under 6th grade) _____ (Male _____ Female _____)

Dates Preferred: 1st Choice _____ 3rd Choice _____

2nd Choice _____ 4th Choice _____

Name of person completing the form (Please print) _____ Date _____

Signature of Pastor of your Church _____ Date _____

