



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

# ***Jubilee Project, Inc.***

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## **Mission Team Application**

**Please read carefully some of the items have changed from last year's application.**

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

**Tel: 423-733-4195/1626 Fax: 733-1634**

**Email: [jubileeprojectsneedville@gmail.com](mailto:jubileeprojectsneedville@gmail.com)**

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

# Jubilee Project, Inc.

## MISSION TEAM PROGRAM

### APPLICATION PACKET

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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 you grow as Christians, that each individual will use the time away from his or her normal environment and routine to reflect and pray about the problems and joys in their own lives and that, each one will be spiritually enriched.

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

**Third**, we hope to make the daily work beneficial to the mission and the surrounding community.

**Fourth**, 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 our water project, check out [Jubilee Water Project](#).

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.***

In Christ,

Rev. Linda Stransky  
Jubilee Project Director

Monte Emerson  
Outreach Coordinator

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](http://umvim.org) website.

### **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 do ask that for every five youth (9<sup>th</sup> -12<sup>th</sup> grade), there is at least one adult. For every 4 junior high youth (6<sup>th</sup> - 8<sup>th</sup> 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 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 important 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/worksite involving persons younger than 18 years old.**

### **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. With that in mind, we are grateful for help in this way.

### **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 with showers included. There is also a large area that can be utilized for sleeping or activities. There is also a kitchen and cafeteria area. We do recommend that if you have some, air mattresses and sleeping bags may come in handy also.

### **Food**

We do not provide meals, but our accommodations all have 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. **If you wish to use disposable eating utensils, you will need to bring them with you, including 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 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 11) 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.

**PROBLEMS:** If anyone in your group has any unusual medical condition, problems, 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 two pharmacies (Rite Aid 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 has 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, Linda Stransky, at 276-781-8020.

## Travel and Arrival

Each group is responsible for providing their own transportation to all activities. Please contact us ahead 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.**

## 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.

## Application Instructions

Please complete the attached application and skill list (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](mailto: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.

### **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 only one who can charge supplies and will be responsible for keeping track of all expenditures. All receipts must be turned in to Jubilee Project before the team leaves Sneedville.** The supervisor will also provide Jubilee with the number of people involved in a project and the number of hours worked.

### **Fee Schedule**

Our fee schedule for 2018 is staying the same as 2017. The fee schedule is \$45.00 per person per night staying. This covers lodging and worksite 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 as many supplies ready for you as we can on day one. **Therefore, we need to have your fees paid in full at least one week prior to your arrival.**

The fees we charge cover a variety of expenses. The ruralness and isolation of Hancock County pose some unique challenges in relation to the cost of our ministry. For example, if the local hardware store doesn't have something we need in stock, it's a 45 minute trip over the mountain to purchase it. However, these challenges and the level of poverty in the county make this ministry all the more vital for the area. It's our hope that you will view the fees as an investment in helping those living in deep poverty in our county. The fees cover:

- Staff time to prepare for your visit including home assessments and getting supplies, and follow up with the homeowners afterwards.
- Gasoline and maintenance for the vehicles that facilitate teams.
- The added cost of utilities to house teams.

*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.**

JUBILEE PROJECT MISSION TEAM APPLICATION

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

\*\*All correspondence will go to contact person unless otherwise noted.

Church Name: \_\_\_\_\_

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

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

Pastor's Name: \_\_\_\_\_

Number in Group:

Youth \_\_\_\_\_ (Male \_\_\_\_\_ Female \_\_\_\_\_) Adults \_\_\_\_\_ (Male \_\_\_\_\_ Female \_\_\_\_\_)

Children (under 6<sup>th</sup> grade) \_\_\_\_\_ (Male \_\_\_\_\_ Female \_\_\_\_\_)

**Dates Preferred:** 1<sup>st</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_ 4<sup>th</sup> Choice \_\_\_\_\_

Name of person completing the form (Please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Pastor of your Church \_\_\_\_\_ Date \_\_\_\_\_





**ACKNOWLEDGEMENT OF ASSUMPTION OF RISK AND WAIVER**

**(Each person in the group MUST fill out and sign)**

I, \_\_\_\_\_ (participant's name), do hereby acknowledge that I am voluntarily engaging in **work** on the premises known as the Jubilee Center, in conjunction with the upkeep and repair of said premises by JUBILEE PROJECT, INC., or in a local home or community site.

I further acknowledge that I am aware of the risks associated with this **work** procedure which could result in injuries to my person or property. I hereby waive and give up any and all claims, actions, causes of action, or damages that I may hereafter sustain or incur.

I also understand that any water activities including but not limited to swimming, tubing, boating, or fishing; is done at my own risk and will not be part of the Jubilee Project program and will not hold Jubilee Project Inc., or any of its representatives, responsible should any damages to my person or property occur during these activities.

I covenant with the *JUBILEE PROJECT, INC.* that in the event that I am injured, or sustain injuries, during the construction operation that I will not sue, or cause to be sued the *JUBILEE PROJECT, INC.* In the event that I breach this contract, I hereby promise to pay the *JUBILEE PROJECT, INC.* all costs or damages associated with that litigation, including but not limited to, reasonable attorney fees.

IN WITNESS WHEREOF, I have executed this document on (Date) \_\_\_\_\_.

\_\_\_\_\_  
(Signature or parent or guardian, if under 18)

\_\_\_\_\_  
Printed Name of signature

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

\_\_\_\_\_

\_\_\_\_\_

Signatures of two different witnesses (may be family members, but not the applicant, parent or guardian)

\_\_\_\_\_

\_\_\_\_\_