

# Summer Missions Preparation Booklet 2023

## Mission ReFramed

Thank you for partnering with Hinton Rural Life Center through our summer missions outreach program. We're grateful for your willingness to serve in our rural, Appalachian community, and we're excited for your arrival at the mountains this summer! Please take the time to read and use this information to prepare for your experience. We hope that you and your group will prepare as much as possible before your arrival at Hinton Center so that your time here will be more intentional and meaningful.

### What's the purpose of this booklet?

It's our prayer that your trip to Hinton Center is more than *just another thing to do* this summer. We have seen how God works in the lives of the neighbors we serve and in the lives of those who come to serve. We believe in the importance of community and walking alongside our neighbors, and invite you to journey with us.

This booklet will help each member of your team prepare spiritually, emotionally, physically and mentally. Not only will it specify supplies and expectations (the nuts and bolts of your time at Hinton), but it will help you have a transformational experience as you build relationships within your group, with those you serve, and ultimately, with each participant and God. We want to help you create a unique, missional experience that will be more than a one-time trip; in fact we try not to refer to your time at Hinton as a "trip," because we want the concept of servanthood to be a way of life. We want to see participants become more active in discipleship and take a part of Hinton Center home – to continue in a spirit of mission, ministry, and service.

**Please visit our website for up-to-date COVID protocols and guidelines that will supersede any information outlined in this booklet. Thank you for your understanding!**

Thank you again for joining us at Hinton Center and for your commitment to missions. We hope this booklet provides helpful resources and spurs conversation. Please let us know if we can help you in any way.

*Hinton Center Ministry Staff*

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# GROUP LEADER CHECKLIST

*All forms and documents are due no later than May 15, 2023. If you utilize the online forms, remember that it's still your responsibility as group leader to make sure everyone submits the needed forms.*

## GROUP FORMS (to be completed by the group leader)

- GROUP ROSTER & TRAVEL INFORMATION – Please list each individual in your group. Double check to make sure that age and gender are correct on the form and note any special instructions that will be helpful as we make lodging assignments. Please complete the travel section and specify arrival and departure times, especially if these times are different from the prescribed schedule. Also, it's important that you provide detailed documentation of each vehicle that you'll bring to Hinton. Your vehicles will be needed to transport teams from your group plus a Hinton Center Summer Ministry Leader to worksites. Be sure to keep a copy.
- DIETARY FORM –In order for Chef Phillip to plan, it's necessary that you list any special dietary needs or restrictions.
- GROUP SKILL/INTEREST SHEET -- ONE form that is to be completed by group leader in consultation with group.
- TSHIRT PREORDER FORM – Pre-order tshirts by submitting the order form and payment. (We must receive the orders for June mission weeks no later than May 5th and July/August mission weeks no later than June 2nd).

## INDIVIDUAL FORMS (to be completed by each participant and submitted by the group leader)

- MEDICAL CONSENT/ LIABILITY FORM – Each participant must complete and sign. Participants under age 18 must have a parent/ guardian sign the form as well.
- INDIVIDUAL REGISTRATION FORM – Each participant must complete this form and include a copy of their health insurance. If no health insurance, you might consider arranging for a short term policy. Keep a copy of this form in the vehicle with the participant at all times.

## A FEW REMINDERS....

- Please share the Rules & Expectations and Sensitivity Guidelines **with your entire group**.
- **Contacts:** Please leave a copy of the "Stay in Touch with Hinton" sheet with your church office and with parents/guardians, in case of an emergency.
- Remember, you must have a **1:5 adult to youth ratio** for your group.
- **Supplies:** Please bring enough first aid kits for each work team in your group. We provide water coolers, but you can bring those if you'd like as well.
- We create a **"Group Me" thread** for your week of missions prior to your arrival. Group leaders will be added, but if you want to add other adult leaders, that's also encouraged. We use the Group Me for updates and announcements.

One of our most-asked questions at Hinton Center is, "What exactly do you do?" Your participation in mission outreach is an integral piece of our ministry. It's our desire to do more than place bandaids on gaping wounds, which is why we have an emphasis on relationship building and you'll hear us say again (and again) that we want you to take a piece of Hinton home with you. Your mission trip doesn't end here as we're a training ground for discipleship, cultivating communities for Jesus Christ.

Hinton primarily focuses mission outreach in Clay and Cherokee Counties in North Carolina as well as in Towns County in Georgia. By the numbers:

- In Clay and Cherokee counties, nearly one-in-seven live in poverty.
- About 10% of households use wood-burning stoves to heat homes.
- Median income in Clay County is approximately \$41,000 with most people working in the local school system or outside of the county.
- Substandard housing is an issue to health and quality of life. One example is this: Over 30% of the homes in each county have radon levels above the safe limit.
- In Clay County, 27% of households are considered cost burdened (paying over 30% of gross income to housing costs).
- One in four children in Clay and Cherokee Counties are food insecure.

A little about Clay County:

- Clay County is rich in Native American and Cherokee heritage, celebrated by a two-mile walking path, the "Quanassee Path: A Cherokee History Trail" in Hayesville.
- In 1839, this area was a collection point at Fort Hembree for the Trail of Tears.
- The Tennessee Valley Authority (TVA) built Chatuge Dam in 1942, displacing 278 families yet creating beautiful Lake Chatuge and bringing electricity to the area.
- The Historic Courthouse was built in 1889 and is currently being restored.
- Mountain timbering brought the establishment of a freight railroad, which operated from 1920 to 1951.

For more information on Clay County history, go to [www.ncmtnchamber.com/history-of-clay-county](http://www.ncmtnchamber.com/history-of-clay-county).

**You help Hinton make an impact in our community!** In 2022, Hinton Center served over **400 unique families/households** through safe and healthy home repairs, firewood and Christmas Care of Clay County. We completed **186 projects**, distributed over **700 loads of firewood**, and gave **388 children** new clothing gifts at Christmas. We had over **23,000 volunteer hours** in the community and on campus.

## Daily Schedule \*subject to change

7:00 – 7:30 AM	Coffee Time	
7:30 AM	Breakfast	Energy for the day! Get excited for yummy food!
8:15 AM	AM Energizers / Announcements & Devo	Not a “morning person?” That’s okay! Service Ministry Leaders energize groups each morning with something fun and creative, followed by a time for us to worship and center ourselves for the day.
8:45-9:00 AM	Load Up Vehicles & Tools/ Travel to Homes	Team members are each assigned coordinator positions during the week at Hinton. During this time, each person will complete the coordinator tasks in order to get started for the day. Homes can around 10-45 minutes away.
	Work & Interact	Hinton asks teams to take time to talk to our community members. We emphasize a relationship-based mission and we want to respect rural culture in getting to know our neighbors.
12:00 PM	Lunch / Devotion	Each day during lunch, your Service Ministry Leader will coordinate devotion. We always invite our community members to join the group.
12:30 PM	Work & Interact	
3:00-4:00 PM	Travel Back to Hinton	We encourage teams to be back at Hinton around 4pm. We have important programming in the evenings and we want teams to have some downtime. While work is important, we want to encourage a holistic faith experience.
	Rest / Free Time	This is a good time to shower, rest, swim in the lake, journal, and enjoy being at a retreat center in the mountains. Have fun! Watch for posted Gift Shop hours (we can also open upon request).
5:30 PM	Announcements	Fun!! Staff/camper challenges and other shenanigans (that you won’t want to miss)!
6:00 PM	Dinner	
7:00 PM	Evening Activity	Monday and Tuesday nights provide fun, interactive activities and the experience of Appalachian culture. Wednesday we have closing worship.
8:00 PM	Debrief	Discussion about your day / experience.
8:30 PM	Free Time	Some groups use this time to have their own small group / devotion time.
10:00 PM 10:30 PM	Return to Lodging Lights Out	Please honor our lights out policy so everyone gets an appropriate amount of sleep in order to be healthy and safe during the work day!

# Summer Missions Info Handout

Through Hinton Center's Missions Outreach Program, teams serve for one week working on a variety of safe and healthy home repairs in the local, Appalachian community. Projects may include, but are not limited to, handicap accessible ramps, porches, steps, underpinning mobile homes, painting, floor repair, and yard work. Why a safe and healthy homes focus? **Did you know that your zip code is a better predictor of health than your genetics? Hinton Center is striving for a better quality of life for all in our community.**

At Hinton, we emphasize not only the physical work, but even more, relationship building as we serve God and our neighbors. Additionally, teams have the opportunity to connect to unique ministries of gardening and firewood.

While your time at Hinton will include lots of physical labor, you're also a guest at our comfortable retreat facilities. Enjoy afternoons jumping into the lake, playing disc golf, reading underneath a tree, taking a prayerful walk at the outdoor labyrinth, and enjoying delicious meals with fellowship. Our ultimate purpose is to serve our community, but we want you to have time to retreat, reflect, and renew.

It's our prayer that you will grow personally, but also that we can grow together as communities of faith. One of our goals is that you will also grow in understanding of Appalachian culture, of poverty, and of being in ministry with our neighbors. We'll provide intentional time and reflection to learn more about how God calls us to a life of servanthood. Our staff incorporate different learning techniques and reflection models into a mission week, and also give your group the opportunity to grow in relationship with one another.



## A typical summer missions day at Hinton Center...

7:00 AM	Coffee Time	3-4 PM	Travel Back to Hinton
7:30 AM	Breakfast	5:30 PM	Fun/Announcements
8:15 AM	Announcements/Devo	6:00 PM	Dinner
Noon	Lunch/Devo	7:00 PM	Programming/Debrief/Discussion

## What should I pack for the week?

4 changes of work clothes (clothes that can get dirty)	Sunscreen	Comfy shoes for evening	Bible
5 changes of casual clothes	Bug spray	Closed toed shoes for worksite	Water bottle
Personal toiletries	Flashlight	Safety glasses, work gloves, dust mask	Swimsuit
	Towel to use at lake	<i>Optional Suggestions:</i> Hat, lake shoes, individually wrapped snacks, tool belt, and money for Hinton Gift Shop/local ice cream/shops	

Please visit [www.hintoncenter.org](http://www.hintoncenter.org) for updated COVID guidelines/protocols.



## A SERVANT'S HEART

You're encouraged to use this booklet to help you prepare for your summer missions journey. The theme for this summer is "Mission ReFramed: Love \* Live \* Build." We'll talk about how we can love God and our neighbor (1 John 4:21), live fully (John 10:10), and Build up each other (1 Thessalonians 5:11). We know that you've been busy preparing for your missions journey and we too have been preparing

for your time at Hinton. Not only have you been in our prayers, but we have been working diligently in preparation for your arrival. Please remember to visit our website for the latest COVID protocols and guidelines as needed, which may affect some of the information below.

### WORKING WITH OUR NEIGHBORS

Our staff has carefully assessed all community members who receive assistance from Hinton Center, evaluating each request that we receive based on need and circumstances. Most of our neighbors live at or below Federal Poverty Guidelines, while others might not meet these guidelines but still have housing needs. Hinton focuses outreach in three counties: Clay, Cherokee, and Towns (GA), where many folks rely on limited, fixed income through retirement, disability, unemployment, or underemployment. Stats give some insight; however, we encourage you to learn through personal relationships as we walk alongside our community members.

The **types of projects** we do typically fall under the following categories within the realm of safe and healthy housing: building decks, ramps, stairs; painting, drywall; doors, windows; foundation, floor repair; underpinning; yard work; and other repairs, such as smoke alarms and grab bars. We have a focus on safe and healthy housing because studies show that your zip code is a better predictor of your health than genetics. Hinton will provide materials for the projects that have been identified and agreed upon by the homeowner and the Hinton Center. Through careful assessment and preparation, we have implemented a plan for each work site. Please understand that we may not be able to accomplish all necessary repairs at one time. Sometimes it's important to remember that you may be working on a specific objective to accomplish a more complete goal for safe and healthy repairs. We want this to be a positive experience for all involved, and at times that requires patience and understanding from everyone concerned. Generally, work teams are comprised of groups of 6-8 or 8-10 members.

Hinton's outreach ministry extends into the community through firewood and sanctuary gardens/trails. With a Hinton team leader, we give groups the opportunity to split, chop, and load firewood. We also give groups the opportunity to work on the gardens / trails, weeding, learning about planting, and understanding the importance of wellbeing and self-care.

We ask that you inform your team in advance with the different ministries that Hinton Center is a part of and the importance of each. Please remind the adults / leaders in your group how crucial taking time to spend with our neighbors really is. Please also remember that taking time to safely visit with those we are helping is very important. **Yes, we want the work to get done, but we also want to build relationships.**

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When submitting the skills/interest sheet for your group, try to be as accurate as possible. We welcome all skill levels; however, being too conservative or generous with skills may hinder your team's progress for the week.

### **SERVICE MINISTRY LEADERS – OUR SUMMER STAFF**

Hinton Center equips college-age young adults to work as Service Ministry Leaders (SMLs). SMLs help lead teams, hold small group discussions, facilitate lunchtime devotions, foster relationships between volunteers and community members, and lead programming. SMLs go through intentional training before summer begins and are First Aid/ CPR certified. While Hinton is equipped with summer leaders and staff, church leaders and adults are responsible for their youth during the time at Hinton.

### **OTHER IMPORTANT TIDBITS**

We want you to get the most out of your Hinton Center experience. As such, we ask that all groups participate in the activities that happen at Hinton outside of the time on work sites, including meals, worship services, and morning and evening programming. It is important that your youth and adults join us for activities, including a poverty awareness / perspective activity and Appalachian Culture Night. Groups are invited to participate in and/or help lead devotions each morning, during lunchtime, and worship in the evenings, which might include reading scripture, leading music or sharing a testimony. You're encouraged to bring musical instruments and to have songs prepared. We welcome the opportunity for individuals and groups to share gifts and talents throughout the mission week.

We ask that everyone helps keep lodging rooms, group spaces, and outdoor grounds clean and in order. We also ask you to assist with loading and unloading of work site materials in the morning and afternoon, and maintain and keep the tool shed organized throughout the week. We need everyone's help in being good stewards of our resources – that is, our campus, facilities, tools, materials, food, and natural resources.

We have WIFI available for guest use across campus. Please understand that this is a rural area and the connection may have interruptions and if a large number of folks are using bandwidth the connection may be slower. We do our very best to maintain the connection and provide this service.

Sunday is an enjoyable afternoon. During orientation, your group will be asked to either *briefly* introduce your team or have a *short skit* prepared. Be creative and have fun, but please honor the time so everyone has a chance to share. We'll also make affirmation bags to use during the week. Feel free to bring supplies to donate for everyone's use (encouraging stickers, little note cards, etc).

Remember that our mission week runs from Sunday – Thursday morning as we've found we get a lot more projects completed this way! You're welcome to stay at Hinton until Friday morning, using Thursday as your "fun day" IF you make arrangements with us in advance. Meals wrap up with breakfast on Thursday. Generally, we are done with morning activities and fun by 9:30 am on Thursday.

## HINTON CENTER SENSITIVITY GUIDELINES

\*This information is included in the individual registration form for everyone to agree to as a covenant.

1. Follow the dress code—Shirts MUST cover shoulders and midriffs (no cutoffs, tank tops, spaghetti straps) and are to be worn on all areas of campus with the exception of lakeside. Shorts must be mid-thigh or knee length. On worksites, long pants are recommended and closed toed shoes (not crocs) are required. Shirts with negative/inappropriate messages are not permitted. We support and affirm body positivity, but provide clothing guidelines for safety and to prioritize community and cultural expectations and sensitivities. Please pack appropriately.
2. Take time to meet and talk to the homeowners before unloading the vehicle.
3. Ask the homeowners for ideas and advice. Encourage them to join in the work, if they are able. Include them and interact with them in other ways, too.
4. Keep reactions to yourself that might hurt or insult the homeowners. Use positive language to maintain the family's dignity. It can be stressful for a homeowner to have someone in his or her home, so be kind and courteous. If you must talk about something sensitive, take it to the van or talk about it back at Hinton.
5. Be sensitive to the community member's need for space and privacy. Ask before venturing into new areas. Remember, you are a guest at their home.
6. Come with a spirit of openness and curiosity. Be sensitive to other participants and/or community members who have different views than you.
7. Ask before petting or interacting with any animals that may be on the property. Do not bring stray animals, kittens/puppies, or extra animals back to Hinton.
8. Clean-up worksites each afternoon and do not leave trash on the property. Take ALL trash with you when you leave at the end of the week.
9. Invite the homeowner(s) to eat lunch with you. Your team should pack them a lunch in the morning. Don't be offended if the homeowner(s) declines your offer.
10. Do not take "before and after" photos of worksites and ask permission from the homeowner prior to taking any photos. If you'd like to include a homeowner in a photograph, please wait until a relationship has been established.
11. Be mindful of a homeowner's personal belongings when working. Move or cover them, if necessary, and put things back where you found them. Treat homeowners, their items and homes with respect.
12. Do not mention the name of a homeowner when out in the community. Maintain confidentiality and respect their privacy. If people ask where you are working, you might say: "Different homes around the area."
13. No horseplay on the worksite. Be mindful that you are a representative of Hinton and need to respect the property of a homeowner. Be careful with the tools and materials you are using - be good stewards of the resources
14. No smoking or vaping—Hinton Center is a tobacco free campus. Additionally, we ask that you don't smoke, vape, or use tobacco on worksites, even if community members do so on their property.
15. There are gathering areas at Hinton. Do not go into another person's lodging room.



# RULES AND EXPECTATIONS

## General Information

1. Responsibilities of adults: We recognize an adult as someone 21 years or older, who understands that they are responsible for group behavior while at Hinton. Adults are expected to participate in all activities, to maintain discipline within their group, and to lead by example. If you have a young adult participant who has recently visited Hinton as a youth, please make sure to discuss the differences between youth participation and adult leadership.
2. A mission week at Hinton is not the same as a vacation. It is a time of discipleship and service. Your time at Hinton will be a mix of work, prayer, fun, games, devotions, cultural experiences, worship, and other activities. Be prepared to engage creatively and participate at all times. We strongly encourage all youth and adults to commit fully to the week and to be open to experiences (e.g., don't skip going to your work site, don't sleep at your work site, don't spend the day on your phone, don't opt out of evening programming, etc.).
3. Please be at the appointed place on time. Schedules are posted around the retreat center and Hinton staff will alert you to any changes.
4. Hinton policy does not allow water or squirt gun fights, water balloons, or shaving cream fights.... Simply put: no fights of any kind!
5. Pets or animals of any kind are not allowed at Hinton.
6. Hinton Rural Life Center is a tobacco free campus. No smoking, vaping, or tobacco use is allowed in buildings or outside on the grounds. Please do not use tobacco or smoke at a work site, even if a homeowner is doing so. No alcohol, illegal drugs, or sexual misconduct is permitted on Hinton's property or at any worksite.
7. If a Hinton staff person takes a call for someone in a group, we will notify the group leader.
8. You may bring outgoing mail to the administration building with a stamp or money for postage. We take mail to the post office daily. There are Hinton postcards and note cards available in the gift shop. If parents/others want to send mail to someone at Hinton for a mission week, they may send it to Hinton Center, C/O [name], PO Box 27, Hayesville, NC 28904. We recommend sending letters early in the week (Monday!) or even the week ahead to ensure it gets to Hinton Center in time.
9. The breezeway area near the Coke machine has four bins: one for trash, one for wet towels, one for recycling plastic containers (number 1s and 2s), and one for recycling aluminum cans. Other areas for recycling are also around the property. Cardboard and gallon jugs are recycled by the main exterior door to the kitchen. As you recycle your plastic, please remove caps before placing plastic containers in bins. We need your help to "be green."
10. Be respectful while indoors – whether at Hinton or a neighbor's home – if shoes are dirty/muddy, please remove before going inside.
11. Follow the dress code—Shirts MUST cover shoulders and midriffs (no cutoffs, tank tops, spaghetti straps) and are to be worn on all areas of campus with the exception of lakeside. Shorts must be an acceptable length (mid-thigh or knee length). Shirts with negative/inappropriate messages are not permitted. We support and affirm body positivity, but provide clothing guidelines for safety and to prioritize community and cultural expectations and sensitivities.

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## Parking

12. When all groups arrive at Hinton, we realize that parking in the main parking lot may be limited. Do not park in front of the dumpster, in the areas designated for our kitchen staff, or in a reserved handicap space unless you have a handicap parking tag. There's additional parking at each of the cottages and down on the road side at Retreat Drive.
13. Buses and large vans: please back into parking spaces so there's a clear view when leaving.
14. During a mission week, there's a lot of vehicle movement in and out of campus, in the main parking lot and around the tool shed (especially following breakfast), so please be extra careful and watch for pedestrians and other vehicles.

## Facilities

15. Hinton supplies towels and washcloths for showering purposes. DO NOT TAKE HINTON TOWELS TO THE LAKE. Please bring your own towel for the lake. On Tuesday morning, turn in your wet Hinton towel in the towel bin in the breezeway beside the Coke machine. When you come back in the afternoon, you can pick up a clean towel on the table outside the Gift Shop.
16. Treat our facilities gently. They were built by volunteers like you, and they are repaired by volunteers like you. Do not move furniture in the bedrooms, jump or play on furniture, or use outdoor sports equipment indoors. DO NOT OPEN WINDOWS OR REMOVE SCREENS. If you make a mess, please see a summer leader for necessary cleaning supplies.
17. Do not go into other people's rooms. Visit in groups in the common areas of the lodge or in public spaces. Do not go to the lake or out walking after 10 pm. Each person needs to be in the building where they sleep no later than 10 pm and in their own room with lights out by 10:30 pm.
18. On your last morning at Hinton, we will ask you to: (1) Place bed sheets and pillowcases in a bundle and put them downstairs by the Coke machine. Please leave mattress pad, bed spreads, and blankets in the rooms; (2) Put towels in designated bin near the Coke machine; (3) Put trash from your room in the dumpster; (4) Sweep, vacuum, and clean as necessary (including underneath beds); (5) Check rooms thoroughly for personal belongings (phone cords, toiletries, personal pillow/blanket, etc.). *\*\*Someone will check all rooms prior to group departure. Group leaders and responsible adults will accompany Hinton staff while inspecting rooms/buildings. Groups are asked to wait until they are cleared to leave. If any damage is found, a group/individual will be expected to cover cost of repairs.*

## Kitchen/Meals

19. Everyone MUST wear shoes while in the dining hall or kitchen.
20. Our kitchen staff works hard to ensure that we have balanced and nutritious meals. We ask you to be courteous and clean while in the dining hall. Whether eating a meal, packing a lunch, or filling a bottle of water, make sure to leave your area clean by throwing away your trash, cleaning off your table, and picking up anything that has fallen on the floor.

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21. The meals are served cafeteria style. After the kitchen staff has opened the door to the serving area, you may go through the line and pick up utensils, a tray, and your food. Napkins, salt/pepper, and drinks are in the dining room.
22. After eating, bring your trays to the dish window, and someone will assist you in placing dishes, utensils, trash, and recycling in designated areas.
23. Persons with special dietary needs / requirements should ask a staff leader to introduce them to the kitchen staff. We are happy to set aside space for you to store your own food, if needed, and will do all that we can to accommodate special needs. Be sure and indicate any special dietary needs on the group dietary form so that we can be prepared in advance.
24. We are called to be good stewards of all our resources, including food. Follow the posted serving sizes when fixing your plate and/or your lunch. Choose only the food you will be able to eat. You may get seconds after everyone has been served.
25. Meals are served in the dining hall at 7:30 am (breakfast) and 6:00 pm (dinner). At breakfast, each person is responsible for packing their own lunch. You may pack extra lunches to share with homeowners. The dining room will be open by 7:00 am for coffee and packing lunches. Please try to use the same lunch bag every day. On Thursday evenings, we invite homeowners to join work teams for dinner. You will have the opportunity to coordinate this with homeowners early in the week.
26. Each person is encouraged to bring a water bottle to use daily and group leaders are asked to coordinate bringing enough coolers for each work group's lunches. Hinton provides large water coolers and we have a water bottle water dispenser in our hospitality room.
27. Limit time in the kitchen to the food line. Hinton follows strict health code regulations and maintains a high sanitation rating. We are happy to help you if you need something – just ask.

#### Free Time/Lakeside/Outdoor Worship Center/Recreation

28. During free time groups may choose varying activities at Hinton: disc golf course, swimming at the lake, volleyball, cards, puzzles, basketball, walking, and board games. Free time also offers time for reflection and meditation. The chapel, labyrinth, sanctuary gardens and trails, and outdoor chapel are available for groups. Groups may use recreation equipment by signing the equipment out with a summer leader. After using any equipment, return the equipment so that other people can use it.
29. The swimming area at the lake is open from 3:30--5:30 pm. An adult leader must always be present and should not be swimming while youth and others are in the water. Swimming is at your own risk; there is no lifeguard on duty during mission weeks. Swim in Hinton's designated swimming area only.

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## Worksites

30. Dress appropriately at worksites: no bathing suits, short shorts, halter-tops, or clothing with suggestive, vulgar, or alcoholic images/slogans. Long pants are recommended. Wear comfortable closed-toed shoes with good soles (not crocs). If shoes become dirty, please remove before entering anyone's home (or Hinton buildings). All volunteers must wear a shirt at all times.
31. Jobs are not "gender specific" at Hinton. Staff will provide basic instruction with power tools and other equipment as needed for everyone on the team. We want to encourage each person on a work team to use their unique gifts, to build confidence, and to learn new skills.
32. Whenever possible, we ask that work teams be intentional about getting to know the families with whom they are serving. Building relationships with families and with one another is at the heart of Hinton's ministry and mission. For this reason, do not over-use headphones, cell phones, or other devices at the work sites, which might create a barrier between the team and the family. Ask permission before photographing the family or the home where you are serving. Do not take "before and after" photos in a way that might be insensitive or disrespectful to the family.
33. While traveling to and from work sites, each person must have seatbelts buckled. NEVER ride in the bed of a truck for any reason.

## Medical Information

34. Group leaders are responsible for the medical welfare of individuals. If someone needs medical attention, a group leader should be responsible for appropriate medical treatment. Only in an extreme or rare circumstance will a Hinton staff person take responsibility for signing a volunteer into an emergency room.
35. Emergency medical information is provided on the website and in the group leader packet. Make sure each vehicle has a copy and it's a good idea to ensure each adult has the info.
36. We encourage each individual to be covered by accident and medical insurance. We recommend that each individual have an up-to-date tetanus shot. If a person has no medical insurance, they might consider buying a short term policy. If there is anyone on your team that has a specific health concern, make sure that Hinton leaders and other group leaders are informed, as necessary, with discretion and privacy.
37. Remember to have enough first aid kits for each vehicle.
38. Make a copy of each Individual Registration Form and keep in the vehicle with the participant at all times. If you have your own medical form, you may choose to use it over ours, just ensure medical information is with each participant in case of an emergency.

**I have read and understand the Sensitivity Guidelines and the Rules/Regulations and agree to be bound by the terms of this document. I also agree to share the latest COVID-related guidelines/protocols and forms with team members. I understand that any COVID protocols/guidelines supersede information in this document.**

Group Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(or email a written declaration that you have read and understand these terms)

# TRAVEL PLANS AND TRANSPORTATION

## ARRIVAL AND DEPARTURE

For arrival day (Sunday), please plan your travel so that your group arrives at Hinton Center no later than 3:30 pm. Please arrange early or late arrival with the Director of Program Ministries well in advance. If you plan to make stops along the way, it is wise to be flexible in your travel plans.

On departure day (Thursday), everyone will pack up and depart between 8:30– 10:00 am. Some groups elect to depart before dawn because of the length of their drive home. *Please note an early departure on the group travel form*. If you've made arrangements with us to stay through Friday morning, meals end with breakfast on Thursday and we ask that you depart by 9:00 am Friday morning. This schedule will enable summer ministry leaders and Hinton staff to clean lodging and group spaces, to complete chores, and to accomplish other tasks in preparation for the arrival of additional groups.

For both arrival and departure times, you may want to make arrangements to notify those at home that you have arrived safely or that you are heading home. Although cell service is available in the local area, there are areas it's unavailable and not every service has coverage (Verizon has the best coverage in our area).

## VEHICLES

When you arrange for transportation, if possible, you need to plan to have one vehicle for each work team. This is necessary because the work sites might not be in close proximity to each other. Hinton will arrange for tools, materials, and equipment to be delivered to each site, as needed. Please take time to consider your vehicles. Call Hinton Center if you have any questions.

Each vehicle should include the Hinton phone number (828-389-8336) and a first aid kit. If one of your vehicles breaks down, please call Hinton (especially if the delay happens on your way on Sunday). If you have cell phones in each vehicle, remember to exchange numbers with each other.

*Ideas for Securing Vehicles:* present your request to the church congregation, borrow vehicles from another church, bring personal vehicles of other adults attending Hinton, rent vans at home for the trip.

*Preparing Your Vehicles:*

- thoroughly check vehicles before your trip, including fluid levels and other routine maintenance
- protect vehicle interior with cardboard mats, plastic sheets, and old blankets
- keep an extra set of keys for each vehicle

Hinton has limited extra transportation, which is available on a first-come first-serve basis. (Please note: if a Hinton vehicle is used to transport your work team, the church is responsible for refilling the vehicle's fuel tank at the end of the week.) Only licensed drivers over age 25 with a clear driving record are able to drive a Hinton vehicle.

## STAY IN TOUCH WITH HINTON CENTER



Mailing Address:  
PO Box 27  
Hayesville, NC 28904

Physical Address:  
2330 Hinton Center Road  
Hayesville, NC 28904

(828) 389-8336  
FAX (828) 389-3279

[www.hintoncenter.org](http://www.hintoncenter.org)  
[www.facebook.com/hintonrurallifecenter](https://www.facebook.com/hintonrurallifecenter)

Rev. Dawn Martin, Director of Program Ministries  
[dawn@hintoncenter.org](mailto:dawn@hintoncenter.org)  
cell 828-361-9654

Nick Oliver, Construction Ministry Coordinator  
[nick@hintoncenter.org](mailto:nick@hintoncenter.org)  
cell 828-644-8284

**Visit our website for suggestions of local eateries, and fun things to do in the area if you want after leaving Hinton Center on Thursday morning! Contact Dawn if you have specific questions or want more information.**

## [send-out]

**We recommend having a mission trip commissioning the Sunday you leave for Hinton Center.**

If you're traveling a distance to get to Hinton, then plan on having it the Sunday before or if you have Wednesday (or another evening service), you could do it then.

Suggestions:

- UM Book of Worship, An Order for Commissioning to Short-Term Christian Service
- [www.umcdiscipleship.org](http://www.umcdiscipleship.org)
- Hymn: "The Summons" John L. Bell [may be found in Upper Room Worshipbook, 2006 or The Faith We Sing as well as online]
- "A Companion Litany to Our Social Creed" [may be found in The Social Principles of The United Methodist Church 2017-2020]
- Contact us for more information or if you'd like other resource suggestions

## [the conversation continues...]

While you're at Hinton Center, we'll provide each camper a devo guide! We'll use them for morning devotions, lunchtime and there are evening devos for individual or group reflections, if you choose.

## [...and continues]

You've just returned home from your mission experience. **Now what?** We recommend having a debriefing session or multiple sessions as a group. We can provide you with a short post-experience booklet that can guide you in your discussions. It is our prayer that you take a part of Hinton Center home with you – that you don't return home unchanged, but rather that you can return home and find (new?) ways to walk alongside your neighbors. **We always welcome folks to share about their Hinton experience!**

## OTHER RESOURCE!



We're excited to announce our *free* seven-session Sunday School or small group resource focused on loving God through serving your neighbors in your community. Sessions include short videos, and leader and participant guides. Contact Dawn if you want more info! Our "Cultivating Hope" curriculum is made possible through a grant received from The Duke Endowment.