



# McCurdy School [www.mccurdy.org](http://www.mccurdy.org)

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(505) 753-7221 • 261 McCurdy Rd. • Espanola, N M 87532-6731 • Fax (505) 753-7830

## **WORK TEAM PACKET**

This packet contains the following items:

- Fee Schedule
- Work Team Application
- Team Skills Survey
- Driving Directions and Campus Map
- Work Team Handbook

Handbook revised 4-4-09

McCurdy School is a project related to the General Board of Global Ministries of The United Methodist Church

McCurdy School  
261 McCurdy Road  
Española NM 87532

## FEE SCHEDULE

### MEALS:

Cafeteria charges for Work Teams and NOMADS: (School cafeteria meals)

Breakfast \$4.50

Lunch \$6.00

Supper \$7.50

(Sack suppers need to be requested one day in advance, and cost \$4.50.)

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Possible meal total per day, per person \$18.00

All cafeteria information is subject to change, and you will be notified if/when changes occur.

### HOUSING CHARGES:

Two twin beds per room  
(suite arrangement with 2 rooms sharing one bath)

Per person, per night \$20.00

Recreational Vehicle Hook-up/Parking Fee is \$15.00 per night.

Prices are subject to change. Any increase will not affect groups that have paid the registration fee in advance.

McCurdy School • Work Team Application 2010

Group Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Agency \_\_\_\_\_ Contact's cell phone \_\_\_\_\_

Agency Address \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

We wish to enroll in the McCurdy Work Team, Volunteers In Mission Program on the date indicated. If accepted, we agree to follow procedures set forth by McCurdy School, including registration fee/deposit of \$250 included with this application. If our application cannot be accepted, the fee will be refunded. One group is comprised of 16 people.

Registration fee enclosed in the amount of \$250 can be applied to our bill at the end of our stay or can be rolled over and applied to the following year. Additionally, we commit to raise funds to be applied toward project expenses in the amount of \$ \_\_\_\_\_. **This donation goes toward the purchase of supplies and equipment for the projects being worked on.** (When possible, these funds should be mailed prior to arrival.)

We understand that our group will be asked to assist with kitchen and dining room clean up following every meal.

**DATES:** All dates (except the five-day work weeks of Memorial Day and Labor Day) call for arrival on Sunday afternoon between 4:00 and 6:00 p.m. Departure may be any time **prior to noon Saturday**. These times are firm **unless other arrangements are made in advance**. It is understood that the work week schedule is Monday -Wednesday-Friday from 8:00 am to 3:30 pm, Tuesday & Thursday 8:00 am to 12:00 noon. Taking the afternoons off is **optional**. Project work will not be scheduled on Saturdays and Sundays.

Please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice.

**Please note: From September • May, one week per month may be available for work teams.**

2010 dates:

- June 1-June 5 (no day off)     June 6-12     June 13-19     June 20-26     June 27-July 3
- July 4-10     July 11-17     July 18-24     July 25-July 31     Aug. 1-7
- Aug 8-14     Aug. 15-21     Aug. 22-28     Aug.29-Sept. 4
- Sept. 7-11 (no day off)     Sept. 12-18     Sept. 19-25     Sept. 26-Oct 2

**Other date preferred, not listed on this form:** \_\_\_\_\_

Our team will consist of: All adults (Male and/or Female)                      and/or a Youth group (Male/Female)

Date \_\_\_\_\_ Signature \_\_\_\_\_ Position \_\_\_\_\_

Return to McCurdy School; Attn: Summer Work Camp; 261 McCurdy Rd., Española, NM 87532

**Coming from the South, East or West:**

On the North side of Santa Fe, take US 285/US 84 North to Española, proceed for approximately 22 miles to SR 106 (at the Dream Catcher Theater) and turn right. Proceed 1.5 miles till road ends at SR 76, and turn left. Proceed to traffic light at SR 583 and turn right. The road will fork – bear left. Proceed straight ahead and the school will be on your left, approximately 1/4 of a mile (look for a short stone wall and beige buildings). You have arrived!

**Coming from the North:**

Traveling US 84/US 285, arriving in Española, continue south to Fairview Lane (First signal-light intersection, three gas stations near the intersection). Turn left (east) on Fairview Dr (SR 584); cross the Rio Grande; cross SR 68 (Riverside Drive), continue east on Fairview (2 miles from 84/285 intersection) to McCurdy Road, turn right. Proceed 1 mile on McCurdy Road and the school will be on your right. Look for a short stone wall and beige buildings. You have arrived!

Coming from Taos on SR 68, in Española; turn left (east) on Fairview Lane (large Walgreen's on southeast corner of intersection). Go 6/10 mile to McCurdy Road, turn right, then 1 mile on McCurdy Road. The school will be on your right. Look for a short stone wall and beige buildings. You have arrived!

GROUP NAME: \_\_\_\_\_

## Summer Work Team Skills List

List team member's name, and on a scale of 1 to 5 (with 5 being most experienced) indicate your team member's skill levels. Please return this form to McCurdy no later than two weeks prior to your arrival at the school. Thank you!

**Example;** 1. John Doe

Electrical 1 Plumbing 3 Carpentry 0 Painting 5 Yard Work 4 Cleaning 0 Gen. Office work 0

1. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

2. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

3. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

4. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

5. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

6. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

7. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

8. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

9. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

10. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

11. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

12. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

13. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

14. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

15. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

16. \_\_\_\_\_

Electrical Plumbing Carpentry Painting Yard Work Cleaning Gen. Office work

## VOLUNTEER IN MISSION SUMMER WORK TEAMS

McCurdy School of Northern New Mexico  
261 McCurdy Road  
Española, NM 87532  
Main No. 505-753-7221, ext. 268 or 244 Fax 505-753-7830

Deaconess Mellie Perkins founded McCurdy School in 1912. The first campus, in Velarde, just north of Española, began with four students. The Mission has been at its current location in Santa Cruz since 1915. Over the years, properties and buildings were added, so the school now consists of about 44 acres and 40 buildings. Maintaining such beautiful old structures provides opportunities for VIM Work Teams to make significant contributions to the school, as well as saving thousands of dollars in maintenance costs.

Today, McCurdy School is a project related to the General Board of Global Ministries of the United Methodist Church. McCurdy is a Pre-School through 12<sup>th</sup> grade school serving about 350 students, more than half of whom are on financial aid. There are approximately 60 on staff; one of whom is a missionary.

VIM Work Teams are sponsored by local churches, districts and conferences. Participants stay at McCurdy for a week doing maintenance, repairs, improvement work, and community service. Sometimes there are off-campus projects at one of the mission churches.

Nearby are many of New Mexico's unique historic and cultural treasures. Experiencing these treasures in a Christian perspective helps one understand both the unity and complexity of God's creation.

In the Española Valley there are now five United Methodist churches that are connected through the Northern New Mexico Group Ministry. Those churches are: Alcalde, Santa Cruz, Taos, Valley View (Española), and Velarde. Group ministry administers Amigos Del Valle, a year-round program that directs services to about 250 elderly persons in their homes, and the La Loma Vista Cemetery Association which is the only Protestant cemetery in the area.

McCurdy's **Advance** numbers are: **General Support Fund #581479** and our missionary **Carolyn (Dee Dee) Heffner #581325**. DeeDee appreciates being a part of covenant relationships with churches.

We invite you to participate personally in Christian mission. For many, it has been an experience in which faith has grown and fellowship has enlarged. To be a part of the mission of the church increases one's sense of discipleship and participation in the spreading of the Gospel.

If interested in a mission week, gather your friends, and we at McCurdy will help you express your faith through personal involvement and service.

### **A Work Team is.....**

A group of people who assume responsibility to do the necessary works and tasks that help to maintain the United Methodist outreach and mission through McCurdy School. They may represent a local church, district or conference, and may be made up of youth, young adults, adults, and families. The only requirements are dedication to give Christian service, plus having the skills and capacity to perform the necessary labor.

Groups are asked to raise funds to purchase materials for the projects they undertake. These may include construction, painting inside and outside, cleaning, waxing floors, cutting weeds, mowing and landscaping, and occasionally office work. From time to time there are opportunities to participate in Vacation Bible Schools. Overall, the projects may vary from year to year. Large groups often complete a project, while smaller groups share with others. ALL contribute to maintain and improve our ministry in the name of Christ.

Work team members learn about McCurdy's mission, its history, the people served and its contribution to the religious, educational, and cultural life of northern New Mexico. While staying in the retreat center and eating in the student center cafeteria, one becomes aware of the quality of the McCurdy program and the needs of the students and faculty.

All groups are urged to visit nearby historic and cultural sites and learn of our unique blending of the Hispanic, Pueblo Native American, Anglo and other peoples. Within 25 miles of Espanola are major sites representing the prehistoric, colonial, pioneer and atomic ages.

### **Working at McCurdy**

The time you spend at McCurdy will be divided among the work projects, learning about the mission of the church and visiting places of cultural and historic interest. The project work is the reason for your visit and must be given top priority. Because of the nature of our climate and organization, most work is done in the morning and early afternoon. Teams work Monday, Wednesday & Friday from 8-3:30, and Tuesday and Thursday from 8 am to noon. This gives teams ample time to visit northern New Mexico.

At 8:00 am, following breakfast, participants will gather back at the cafeteria to receive assignments for the day and to meet the staff liaison leaders. The day ends with the return of tools and materials to the maintenance shop at 3:00 pm. At this time, paint brushes and any dirty tools should be cleaned. Supplies, especially paint cans, are to be closed and stored properly. This should be done by 3:30 pm.

It is helpful if groups can bring hand tools, i.e., hammers, screwdrivers, pliers, tape measures, etc., and painting equipment. Skilled workers may wish to use their own tools, and of course this is encouraged. If you are in a position to donate tools and paint supplies that would be wonderful! As your trip date nears, it may be possible to be more specific about tools.

### **Everyone should prepare mentally, physically and emotionally to:**

- Do hard physical work and activity
- Meet people with a different cultural outlook.
- Live under restrictions other than one is probably accustomed to.
- Not expect to do a lot quickly, as our weather is hot, humidity is low, and our altitude is 6,000 ft.
- Water bottles and sunscreen are a must!

### Organizing a Work Team at McCurdy

1. Get information about McCurdy Work Camp and promote the trip.
2. Return the completed application to the school with the \$250 deposit. This assures you of a place on the schedule, and assures us that there will be people to work on the projects. Telephone applications are considered tentative until confirmed in writing by the school.
3. Sign-up team participants and get firm commitments.
4. Set dollar goals for amount to raise and contribute for the purchase of materials and supplies, over and above trip costs.
5. Establish total trip costs including: travel, meals, lodging; and how it will be divided among participants and the sponsoring agency/church/group.
6. Complete Work Skills Survey and return to McCurdy two months prior to your team's arrival.
7. Arrange transportation and travel schedule. As to arrival time at McCurdy: Please plan to arrive between 4:00 pm and 5:00 pm on Sunday unless other specific arrangements have been made. If problems arise call ahead and inform us!
8. The Office of Church Relations can assist your team in scheduling any sightseeing your team may want to do.
9. Plan to send us the most up-to-date team list, arrival time and related matters about two weeks prior to your scheduled week. Our fax no. is 505-753-7830.

**BE SURE** every participant understands that the purpose of a work team is to perform the needed work.

**PREPARE** all participants to observe our NO SMOKING, NO ALCOHOL OR DRUGS rules, the dress code and retreat center rules. All rules apply to adults and youth.

**MAKE SURE** you are covered by liability and health and accident insurance, especially volunteer drivers bringing their own cars. McCurdy School does not provide any coverage for health, accident or travel. If you will be renting our van, you must provide proof of coverage insurance from your church.

Each McCurdy work team is allowed 16 participants per team, unless you reserve more than 1 slot for a given week, based on availability. We schedule 3 work teams per week.

### YOUTH TEAMS

**There should be one adult for every three youth in each sex category to provide adequate housing and work supervision.**

**AGE: It is preferred that** enrollment *be limited to those who have completed 8th grade*, Persons who *have completed 6th grade are the youngest we will allow on youth teams, unless other arrangements are made.*

Younger children often have to come if families are to participate, IT **MUST BE UNDERSTOOD** that McCurdy has no special facilities or program for them. **THEIR CARE AND SUPERVISION ARE THE RESPONSIBILITY OF THEIR PARENTS.** Involving younger children in work projects can create insurance problems.

### Sponsors/Counselors Guidelines for Youth Teams

**Sponsors/Counselors** are adults responsible for the total welfare of team personnel.

**Responsibility:** the adult sponsor/counselors should have experience that qualifies them to direct youth members. They supervise as needed to do a job well. They must assert themselves whenever misconduct or playfulness threatens danger to persons or damage to property.

**Rules** are guidelines derived from experience and are helpful in fulfilling Christian goals of service and witness.

**Authority:** The sponsor/counselor must intervene whenever conduct becomes objectionable in housing, on campus, on projects or when touring. Such intervention involves the witness of language, dress and behavior.

McCurdy staff will be your hosts at McCurdy, giving leadership to projects, orientation and touring. Please take seriously their guidance and suggestions regarding conduct.

As employees, the maintenance staff is responsible for projects, tools and materials. Follow their directions. If this cannot be done, report to the maintenance supervisor immediately. A task done wrong has to be redone. A task dangerously undertaken may mean injury. If done as a game or a joke it will waste time and material.

### Visitor Guidelines

ALL persons are expected to observe campus rules and regulations. These rules apply to adults as well as Youth, and they are part of our witness to our community.

1. One adult team leader for every three youth, who is responsible at all times, including in the retreat center and on the work project.
2. We encourage your team to have daily devotionals.
3. SMOKING, ALCOHOL AND DRUGS are prohibited anywhere on campus.
4. Quiet hours at the retreat center are from 10:00 pm to 6:00 am.
5. Use front doors of retreat center only. Other entrances are emergency exits. This is a security measure to protect you and your belongings.
6. Groups will provide dining room and kitchen help as directed by the kitchen supervisor.
7. Shoes and shirts must be worn in the dining room. NO HATS, please.
8. Be on time for all meals, meetings and activities.
9. In case of illness or injury, no matter how slight, report immediately to the nearest team leader.
10. Wear head covering during the day to protect from sunstroke. DRINK A LOT OF WATER and wear sunscreen!
11. Wear comfortable and protective **closed-toed** shoes on work projects. Flip-flops are **NOT** considered working attire. For your safety, you will not be allowed to work in flip-flops or barefoot.

### Check-In and Check-Out Procedures

The main entrance to the McCurdy campus is on McCurdy Road, about ¼ mile north of the intersection and traffic light at 76 and 583. As you enter the campus, the Bachman Administration Building will be in front of you on the right, and a brick building, McCracken Gym, on your left. You will proceed on the road between the two buildings, bearing right, after you pass between the buildings. You will drive between the Maintenance Building (beige flat-roofed building in front of you) and the red and blue posts, following the road to a stop sign. Turn right, up the one-way road, taking the left-hand lane, and you will see the Pilling-Robinson Retreat Center. (See enclosed map).

Groups are responsible for any damage to the facilities. If you note any damage, report it at once to the retreat center supervisor or work team leader and to the Office of Church Relations.

One or two team members will be asked to do the laundry from the previous week's teams. Laundry facilities can be found in the North and South wings of the retreat center. There is a .50 charge to wash and .50 to dry, per load, for personal laundry.

At check-out time place all linens, with the exception of mattress pads, quilts or blankets, in the barrels in the head of each wing; and make up your bed, ready for the next team. Cleaning includes common areas in each wing occupied, hallways, rooms and bathrooms; and empty the trash (in all the areas listed). Your room should be swept & mopped before leaving.

Groups should not leave until rooms have been checked by the team leader and room keys have been left in the appropriate rooms.

Mail: Arrives at the administrative offices M-F. Your mailing address at McCurdy is:

Your name  
Group name or name of your church  
c/o McCurdy School  
261 McCurdy Road  
Española, NM 87532

The retreat center's phone number is (505) 753-7221, ext. 232. You will need a phone card for long distance calls.

### What to Bring

**Personal:** Bring your own toiletries (soap, toothpaste, drinking cups, cosmetics, etc.) Bedding and towels are provided.

**Clothing:** You will need work clothes that will stand up to paint, mud, dust and abrasion. Jackets, slacks/jeans, and long sleeve shirts may be needed for the cool evenings. You should also bring a hat and sunglasses.

**Shoes:** Bring comfortable and protective shoes. Open-toed shoes, i.e. flip-flops or sandals, are **forbidden** on the work project for your protection. For hiking, strong soles are necessary.

**Medications:** Leaders should be aware of team members' allergies such as food, insects, plants and medicines. They also should be aware of any chronic illnesses.

**Equipment:** We recommend you bring a WATER BOTTLE, flashlight, Bible, pencil & paper, cameras, musical instruments, games and binoculars (for sightseeing). McCurdy has some athletic equipment to loan.

**In town** there is one indoor and one outdoor swimming pool (cutoffs are not allowed). Pool fees are your personal responsibility.

### Dress Code

We ask that you comply with the McCurdy school dress code which supersedes your church's dress code. This dress code applies to adults as well as youth. Pants must be worn at the waistline. Shorts should not be shorter than mid thigh. Mesh shirts, cutoff tops, t-shirt strap shirts, spaghetti strap tops and exposed sports bras/tube tops are not allowed, No skin should show in the midriff or back. Please do not wear clothing that displays words or symbols about drugs, alcohol, tobacco, violence, racism, death or satanic symbols. Ladies should use modesty when it comes to the neckline of tops. Camouflage clothing is not allowed.

### EMERGENCY INFORMATION

Espanola Hospital - main number: 505-753-7111 Urgent/Walk-in-Care: 505-753-8756  
Pharmacies: Wal-Mart-505-747-0427 Walgreen's Drug Stores 505-753-6993  
Espanola Police, non-emergency dispatcher: 505-753-5555

### Points of Interest

Location _____	Time estimate (includes round trip drive)
Pueblos*: San Juan, Santa Clara, San Ildefonso, Pojoaque, Picuris, Taos, Nambé	½ -1 day
Chimayo: Hispanic weaving and Santuario de Chimayo	2-3 hours
Bandelier* national monument, cliff dwellings, and hiking trails,	1/2 day +
Los Alamos: the atomic city, Bradbury Science Museum	3 hours
Santa Fe: Oldest capital	1/2day
Taos: pueblo*, Spanish colonial town	1/2day +
Truchas-Trampas-Penasco: high road to Taos, Hispanic mountain villages & scenery	1/2 day +
Ghost Ranch: museum, hiking trail, labyrinth, Abiquiu and Echo Amphitheater	1/2 day +
Pecos wilderness: high mountain hikes	1 day +
Jemez Pueblo and Springs: high country trip	1 day

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\* Entrance fees are the responsibility of participants.

When Native American ceremonials are held, we encourage visiting groups to take the afternoon off to observe the dances. **Pictures are usually not allowed ~ you must have permission from the pueblo or your camera will be confiscated.**

Restaurants: There is a wide variety of fast food restaurants in Española, as well as several restaurants that serve good northern New Mexico cuisine. Among them: El Paragua, Angelina's, and Los Arcos. We also recommend Embudo Station in Dixon and Rancho de Chimayo in Chimayo.