

Dear Parents,

There are 3 more weeks until we reach our TransforMission-Ish mission trip and some questions have been raised regarding the trip. In the following sections below I will include attempt to answer those questions regarding the what, who, where, when, and why and provide some additional information on the trip. Following the letter, I will also include an itinerary, a list of the jobsites and where they will be located, a waiver, and an additional permission slip that needs to be filled out. **All Permission Slips and Waivers should be filled out and turned in by June 1<sup>st</sup>. If this is an issue, please let me know.**

### **The What?**

One of the first questions you may have, is what is the event? This summer, Hagerstown First United Methodist Church is putting on an event that I am calling TransforMission-Ish. TransforMission-Ish is a local mission trip here in Hagerstown where the youth will have an opportunity to help serve our community. The youth will help serve by extending helping hands to places like the Trustee's office, Faith Housing Apartments, and the local thrift store.

### **The Who?**

With regards to the who, you may be wondering who is the contact person for this trip? My name is Adam Duell and I am the director of Family Ministries at Hagerstown First United Methodist Church I am the main contact person and can be reached by calling (317) 709-4250 or you may email me at [aduell01@yahoo.com](mailto:aduell01@yahoo.com). Additionally, there are three individuals I am working with that are my project coordinators. Chris Lane is my project coordinator and we have been working together on creating projects. Cathy Graham is my meals coordinator and together we have worked on making sure cooks have been assigned and that lunches will be provided during the week. Lastly, Rick Peelle is my music coordinator and we have compiled music to sing during the mission trip. As a parent, you may also wonder who is able to attend TransforMission-Ish. TransforMission-Ish is a mission trip that is designed for youth that are entering 6<sup>th</sup> grade in the fall of 2017 to graduating high school seniors (6<sup>th</sup>-12<sup>th</sup> grade).

### **The Where?**

At the end of this letter there will be an itinerary that details what the student's typical day will look like, where the students will be working each day, and where we will be eating dinner at each night.

### **The When?**

TransforMission-Ish will be from Monday June 12<sup>th</sup> – June 16<sup>th</sup>.

### **The Why?**

Originally we had planned to attend another mission trip, but because of certain circumstances it was cancelled. I believe strongly in providing opportunities for our students to serve and for this reason I wanted to come up with a service opportunity for the youth. There are a lot of things a young person can do within a summer, but I believe serving together in the name of Christ is the most important thing a young person can do.

**Dress Code**

In your child’s waiver form there is a youth contract that details that we expect the youth to dress appropriately during any youth function. With that in mind, there are some additional rules of dress. All youth need to wear closed toed shoes (this means no flip flops, sandals, or slides). Our project coordinator has thin work gloves that students may use throughout the week, however if you prefer to bring your own that is fine as well. It is suggested that your child bring a hat on sunny days where we may be outside or a little jacket if we are serving outside on a rainier day. I will also have sunscreen and bug-spray on my person, but if your child would like to bring additional supplies that is welcome.

**What to Bring**

Unlike traditional mission trips, TransforMission-Ish does not cost any money. However, I am asking that each participant bring a box of cereal and a snack of their choice to the church by Sunday June 11<sup>th</sup>. In the evening, when we gather for dinner it is important to bring a bible, pen or pencil, and a blanket or chair to sit on.

That’s a lot of information above, but if you have any questions feel free to contact me at (317) 709-4250 or email me at [aduell01@yahoo.com](mailto:aduell01@yahoo.com). An additional important note, on **June 4th at 6:30-8:00 pm** I will have a parent meeting down in fellowship hall. Youth and parents are both welcome to attend and I will use this time to answer any questions and to talk through the week with all participants that are able to come.

Sincerely,

Adam Duell

Director of Family Ministries

[Aduell01@yahoo.com](mailto:Aduell01@yahoo.com)

(317) 709-4250

**Permission Slip**

I \_\_\_\_\_ hereby give permission for \_\_\_\_\_ to attend TransforMission-Ish on the dates of June 12<sup>th</sup> thru June 16<sup>th</sup> at Hagerstown First United Methodist Church.

Name of Parent/Guardian

Date

\_\_\_\_\_

\_\_\_\_\_

**Due by June 1<sup>st</sup> 2017**

# Daily Schedule

8:00-8:30 AM Breakfast at the Church/Time to make sack lunches

8:30-8:45 AM Morning Prayer Time

9:00 AM Depart for Jobsites

12:00 PM Lunch

3:00 PM Head back to Church

3:30-4:30 PM Down Time (Time to go home and shower/rest)

4:30 – 6:00 PM Games (Will start back up at our dinner location for that day)

6:00 – 7:00 PM Dinner

7:30 – 8:30 PM Evening Worship

8:30 – 9:00 PM Discussion/Small Group Time

9:00 – 10:30 PM Evening Fun Time

10:30 – 11:00 PM Depart Back Home (Pick up will happen at the dinner location for that night)

## Important Notes

From 3:30-4:30 PM the schedule refers to down time this gives students an hour if they need to go home, rest, take a shower, or anything else they may need to do before we gather again for dinner. If your child needs to go home and shower but does not have transportation, please let me know and we can work transportation out.

Additional note: The schedule says depart back home around 10:30-11:00 PM. This means that you will have a half an hour to pick up your children. If you would like to pick them up before I have scheduled an hour and half after discussion time for evening fun and it would be no problem for them to leave or be picked up during that time. If your child needs transportation to get back home at night, please let me know. No one will be sleeping at the church. Everyone will be expected to go back to their home and sleep for the night. If it is difficult for your child to get home some nights, feel free to work out sleeping arrangements with other parents.

# Dinner Schedule

Important note: Each night dinner and evening events will be held at a different location. Below I will include a list of where each event will be hosted so that you know where to pick your children up after we've closed up for the night.

**Monday June 12<sup>th</sup>:** Jennifer Linderman will be hosting dinner.

4685 North State Road 1  
Hagerstown IN, 47346

**Tuesday June 13<sup>th</sup>:** Mindy Pierce will be hosting dinner.

199 South Perry Street  
Hagerstown IN, 47346

**Wednesday June 14<sup>th</sup>:** Chris Lane will be hosting dinner.

13310 Swoveland Road  
Hagerstown IN, 47346

**Thursday June 15<sup>th</sup>:** Dinner will be taken care of because our group will be serving at Epworth UMC, in Indianapolis, IN.

**Epworth United Methodist Church**

6450 Allisonville Road  
Indianapolis, IN 46220

**Friday June 16<sup>th</sup>:** Erin Doerstler will be hosting dinner

12067 Fox Road

Greens Fork, IN 47345

**IF weather or another event prohibits us from using one of the addresses above. I will let you know of any changes to our dinner schedule ASAP.**

# Jobsite Schedule

**Monday:** The youth will split the day working at the Trustee's Office and doing some odd jobs over at our Methodist Church

**Trustees Office**

47 East Main St  
Hagerstown, IN 47346

**Hagerstown First United Methodist Church**

199 South Perry St  
Hagerstown, IN 47346

**Tuesday:** The youth will spend the entire day doing odd jobs and tasks at the Hagerstown Junior/Senior High School.

**Hagerstown Junior/Senior High School**

701 Baker's Road  
Hagerstown, IN 47346

**Wednesday:** The youth will split the day working at the Faith Housing Apartments and at the Hagerstown Fire Department.

**Faith Housing Apartments**

188 West High Street  
Hagerstown, IN 47346

**Hagerstown Fire Department**

151 North Plum Street  
Hagerstown, IN 47346

**Thursday:** The youth will spend today at Epworth United Methodist church in Indianapolis assisting in a fish fry and a carnival to follow. A special note would be that we will be at Epworth for the entire day, we will all be back at First Church by 11:00 PM. If that were to change I will have the students contact you and let you know when we will be arriving.

**Epworth United Methodist Church**

6450 Allisonville Road  
Indianapolis, IN 46220

**Friday:** The youth will spend the entire work day at the local thrift store in Hagerstown.

**Thrift shop**

449 East Main Street  
Hagerstown, IN 47346

**IF weather or another event prohibits us from using one of the jobsites above or we have to relocate certain jobsites. I will let you know of any changes to our jobsite schedule ASAP.**

**Hagerstown First United Methodist Church  
Hagerstown, Indiana  
Comprehensive Medical Release**

***Dear Parent,***

*Here at Hagerstown First UMC, we care very much about all of the youth, and also care very much about their well-being. But, accidents can happen. Therefore, we are asking parents to complete and return this Comprehensive Medical Release form (one for each youth). In the information below there is a liability waiver, a medical form, a medication release form, emergency contacts, a code of conduct, and a photo release. This form only needs to be filled at once a year, but will cover all of the events we may do during the year. If you have any questions or concerns, please speak with Adam Duell, Director of Family Ministries, or contact him via cell/office phone at 317709-4250. Thank you.*

As a parent and/or guardian, I do hereby authorize the treatment by a qualified and licensed medical doctor of the following minor child in the event of a medical emergency. This authority is granted only after a reasonable effort has been made to reach me through the information I'm providing below. I understand if this information changes or I wish to revoke this consent, I will notify Hagerstown First UMC in writing.

This (being a comprehensive permit) will cover any and all outings or events my child may participate in pertaining to MYF Youth. This release will be in effect starting **June 1, 2017** and continues through **June 1, 2018**. My signature also serves to indicate my responsibility for all medical expenses incurred as the result of treatment deemed necessary by medical personnel for the care of my child. I release the Hagerstown First United Methodist Church of Hagerstown, Indiana and all its representatives from any and all liability.

*I hereby certify that I am the parent/legal guardian for the child listed below and the information provided is accurate and complete.*

\_\_\_\_\_  
Parent/guardian name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***This packet in its entirety needs to be turned into  
Adam Duell or the church office by June 1st***

**Please print**

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

BIRTHDATE (MM/DD/YY): \_\_\_\_\_

CHILD'S PHYSICIAN: \_\_\_\_\_

PHONE: \_\_\_\_\_

LAST TETANUS \_\_\_\_/\_\_\_\_/\_\_\_\_



ALLERGIES (food, medical, environmental):

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LIST ALL MEDICATIONS BEING TAKEN:

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Please specify any other health concerns, physical activity restrictions, or other information you want the chaperones or director of youth ministries to be aware of on behalf of your child's welfare. Also indicate if your child requires any special dietary needs.

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MEDICAL INSURANCE COMPANY:

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POLICY NUMBER: \_\_\_\_\_

POLICY HOLDER'S NAME: \_\_\_\_\_

**\*\*\*\*Please include a copy (front and back) of your insurance card.\*\*\*\***

**EMERGENCY CONTACTS:**

#1 Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

#2 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

# Medication Authorization and Release

Participant's Name: \_\_\_\_\_

## Current Medications

1. Name of medication to be taken \_\_\_\_\_  
How often and when \_\_\_\_\_
2. Name of medication to be taken \_\_\_\_\_  
How often and when \_\_\_\_\_
3. Name of medication to be taken \_\_\_\_\_  
How often and when \_\_\_\_\_

Does the participant need any assistance in taking this medication?      **YES**      **NO**

I give permission for my child to have this over the counter medication as needed:

Acetaminophen (Tylenol) \_\_\_\_\_ Dose \_\_\_\_\_

Ibuprofen (Advil/Motrin) \_\_\_\_\_ Dose \_\_\_\_\_

Benadryl \_\_\_\_\_ Dose \_\_\_\_\_

Antacid \_\_\_\_\_ Dose \_\_\_\_\_

Dramamine \_\_\_\_\_ Dose \_\_\_\_\_

Other \_\_\_\_\_ Dose \_\_\_\_\_

This parent or legal guardian releases First United Methodist Church, staff, and members from any legal liability for harm resulting from administering the above medications.

Signature of Parent or Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

# Methodist Youth Fellowship

## Code of Conduct

These expected behaviors are to be shared with all youth participating in Methodist Youth Fellowship activities from the adult-in-charge prior to the event. This will establish a clear understanding of expectations among the individuals involved. Procedures for establishing understanding of expectation, managing discipline and consequences of inappropriate behavior are also outlined in this code of conduct. Chaperones on any Methodist Youth Fellowship event will be enforcing the code.

### **Expected Behavior:**

1. All participants are expected to be responsive to the reasonable requests of the adult in charge at the time given. This includes following rules and regulations of the given event (for example: abiding by curfew).
2. All participants are expected to participate in all of the planned programs, to be on time and follow through on assigned tasks/responsibilities in a manner that insures the safety, well-being, and quality of the educational experience for self and others.
3. All participants will act in a mature, responsible manner, recognizing they are role models for others and are representing themselves as Christians and the United Methodist Church.
4. All participants will be dressed appropriately for the event. Dress will depend on the event. If you are unsure about what is appropriate, in advance, contact Adam Duell, Director of Family Ministries, at 317-709-4250.
5. All participants will be considerate and courteous of all youth and adults and their property during travel, at group gatherings, and during free time.
6. All participants will respect the rights and opinions of others realizing that the customs may be different.
7. All participants are to refrain from the possession and/or use of illegal drugs, tobacco products, or alcoholic beverages, firearms and or other weapons at all times. These are prohibited.
8. All participants are to refrain from romantic displays, sexual activities, and harassment either in public or private situations. These actions will not be tolerated.

### **Consequences (Any of the following may be used, depending on severity of the situation).**

1. In mild cases, a warning will be given.
2. Able to remain at event, but possibly barred from a future event.
3. Sent home at family's expense.

I, \_\_\_\_\_ have read and will abide by the Methodist Youth Fellowship Code of Conduct.

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**Signature of Youth**

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**Signature of Parent/Guardian**

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**Date**

## Photograph and Text Message Consent Form

Methodist Youth Fellowship would love to capture our moments of fun by taking pictures. The pictures may be displayed throughout this establishment to show everyone what a great time we are having. In addition to displaying them throughout the church, they may appear on our website, Facebook group, and/or Church Newsletter. Please sign the consent below to allow your child's photos to be used.

I allow my child \_\_\_\_\_ to be photographed for display purposes at Hagerstown First United Methodist Church on the website, Facebook group, and/or Church Newsletter.

Please check all that apply:

- Yes, my son/daughter may receive text messages for ministry announcements.
- No, my son/daughter may not receive text messages for ministry announcements.
- Yes, please add parent(s)/guardian(s) to text message youth ministry reminders.

Parent(s)/Guardian(s) Name(s) and Cell Phone Number(s) (if applicable):

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Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_