



Mission Response Center

The WNCC Mission Response Center (MRC), located near Mooresville, is a vital link in outreach ministry between local churches and projects all over the world. This facility includes a warehouse for disaster response equipment and supplies, along with the Murrow Shipping and Receiving Building, where humanitarian aid is processed for shipping for Project AGAPE and UMCOR.

The MRC is a working warehouse where individuals or groups may volunteer to pack supplies and perform other warehouse-type tasks. Tours are also available to those who wish to learn more about the ministry.



Contact Information

Dwaine Morgan, GBGM Church and Community Worker assigned to the MRC, is the primary contact.
 Phone: 828.478.2106 • Dwaine's Cell: 828.308.6573
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 Mailing Address: PO Box 284, Terrell, NC 28682
 Physical Address: 8973 Greenwood Road, Terrell



Hours

The Mission Response Center is open each Tuesday, Wednesday and Thursday from 10 a.m. until 3 p.m. It is also open the first Saturday of each month from 10 a.m. until 3 p.m. Call to schedule other times.

Directions

From I-77 Exit 36 in Mooresville: Travel west on N.C. Hwy. 150 (exit 36) for approximately six miles. Just before reaching the Marshall Steam Station, turn left on Greenwood Road. The entrance to the MRC is about 1/2 mile down Greenwood Road on the right.

From N.C. Hwy. 16: Travel east on N.C. Hwy. 150 for approximately seven miles. Just after passing the Marshall Steam Station, turn right on Greenwood Road. The entrance to the MRC is about 1/2 mile down Greenwood Road on the right.

For more information on the MRC, log on to www.wnccumc.org/mis/center.htm. Please be advised that the Mission/Outreach program of the Western N.C. Conference needs flexibility in responding to places needing humanitarian aid. All items donated are subject to use wherever the need is greatest.

Donation Drop-Off Places and Times



WNCC Mission Response Center (MRC).

Donations are being accepted for Project AGAPE and UMCOR during 2007.

Please deliver your donations to the pick-up locations **the week before the deadline**. Also, please be prepared to unload your donations yourself. The locations listed do not have the personnel to unload donations. We are very appreciative of these churches that provide space for this mission project and do not want to place additional burdens on their staff members.

WNCC Annual Conference – June 5-8, 2008

Bring donations listed in this publication to the WNCC Disaster Response truck, located in the parking lot beside Memorial Chapel at the WNCC Annual Conference at Lake Junaluska.

Major WNCC UMW Events

Donations may also be taken to United Methodist Women's events: Spiritual Enrichment Retreat and Annual Meeting, both at Lake Junaluska; and the School of Christian Mission, in Greensboro.

Drop-Off Locations - note changes in bold

- Gastonia District: Maylo UMC, Ranlo, 704.824.3529. 9 a.m.-noon, Mon.-**Thur**.
- Asheville and Waynesville Districts: Groce UMC, Asheville, 828.298.7647. 9 a.m.-5 p.m., Mon.-Thu.; 9 a.m.-12:30 p.m., Fri.
- Marion District: Salem UMC, Morganton, 828.433.6600. **8** a.m.-noon, Mon., Tues., **Wed**. and Fri.
- Statesville and North Wilkesboro Districts: First UMC, Conover, 828.464.4635. Drop off only on Wed., Thur., Fri., designated dates only, 8:30-11:30 a.m., and 1-2:30 p.m. People making deliveries must contact church office upon arrival and carry all packages to designated storage area.
- Winston-Salem and Northeast Districts: Clemmons UMC, 336.766.6375. 8:30 a.m.-**3:30** p.m., Mon.-Fri.
- Greensboro and Northeast Districts: Asbury UMC, Greensboro, 336.299.4560. **Mon.-Fri., 9 a.m.-noon, during designated dates, only**.
- Lexington and High Point Districts: Memorial UMC, Thomasville, 336.472.7718. 8 a.m.-5 p.m., Mon.-Fri.
- Salisbury District: Mt. Olivet UMC, Concord, 704.782.8846. 8 a.m.-**2** p.m., Mon.-Fri.
- Charlotte and Albemarle Districts: Central UMC, Charlotte, 704.536.9157. 9 a.m.-2 p.m., Mon.-Thu.; 9 a.m.-noon, Fri.

Get updates of the priorities and packing lists from *Missions Alive!*, published three times a year and available all year 'round at www.wnccumc.org/mis/info.htm

2007 Packing Guide ~ Updates and Helpful Hints

- UMCOR kit guidelines were changed in 2006. Please consult the UMCOR Kit section of this guide for important changes.
- Due to new import regulations in Armenia, major changes were made for Project AGAPE donations. Some items accepted in the past will no longer be accepted. It is imperative to consult this guide before donating and boxing items for Project AGAPE.
- Due to increased security, we no longer accept any medicines or medical products with expiration dates.
- **Follow Directions in this Guide Exactly**, especially for the UMCOR kits. Kits without the right kind and number of items will not be accepted at the Mission Response Center and UMCOR Sager Brown Depot. Likewise, boxes for Project AGAPE with mixed contents must be repacked.
- **Do Not Send Loose Items.** Everything should be packed in boxes. If you do not have enough for a box, please save the items until the next shipment.
- **Pack Boxes Full and Tight.** Utilize every bit of space when packing boxes. Fill all spaces with useful items such as plastic shopping bags. Do **not** use packing peanuts, newspaper or other disposable fillers. Plastic shopping bags may be used as filler for boxes going to Armenia. The Project AGAPE staff uses them in distribution.

When packing clothes, pack the boxes so that they bulge just a bit when the tops are sealed. They will settle in shipping, making them the right size.

Some items are sealed in bulk packaging, which wastes space. For instance, powdered milk in packets can be taken from the box in which they are packaged and used to fill small empty spaces. Also, small items like pencils or erasers can be taken out of packages and put in small empty spaces.

Be creative – see just how much you can safely put into a box.

- **Box Size.** A good box size to use is 16" x 12" x 12" or a size comparable to a box that holds 10 reams of paper. Please pack canned food and heavy items in smaller boxes so they will be manageable.
- **Box Weight.** Do not pack heavy boxes. If it is difficult for an average person to lift, use more than one box.
- **Box Contents and Labeling.** Boxes shipped to Armenia must have identical items in the same box. For example, only pencils OR canned meat OR dried beans. If possible, please
- **Food.** All food items must have an expiration that is at least one year away from donation. Many foods must be discarded at a cost to Project AGAPE if there is not sufficient time left before expiration.

Fall 2007 Project AGAPE Priority items:

- Canned meats, vegetables, fruits – Last year the two children's homes we support and the families in Lachin greatly depended on our gifts of food. Even with what we sent was not enough.
- Winter coats for males and females of all ages.
- Good, clean used and new clothing for children (0-18) and men. Women's clothing not needed at this time.
- **NEW shoes ONLY** for all ages of males and females.
- Assorted hygiene products, i.e., shampoo, conditioner, soap, toothpaste, toothbrushes, combs, etc.
- School/office supplies: paper, pencils, markers, construction paper, cello tape, pens, composition books, etc.
- Sewing supplies: Thread, needles, all sorts of cloth.

Sorry... we can no longer use any of the following:

- Medicine
- Medical Supplies
- Medicine Bottles
- Sugar
- Flour
- Used Shoes
- Rice
- Crutches or Walkers
- Old Hymnals
- Used Toys; Toys Requiring Batteries
- Pasta
- Worn-out, torn or stained clothing or shoes

- Clothing which has been outdated for a long time, i.e. 70s look
- Anything broken or in need of repair
- Anything you would not use yourself

UMCOR Kits and Supplies – Lists and Instructions

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- Health Kit, page 25
- Sewing Kit, page 25

Bulk Items may also be donated.

Project AGAPE – Lists and Instructions

Read Instructions Carefully

- **Check specific instructions for specific items.**
- **Place like items in same box. If you do not have enough to fill a box, you may combine other items. Be sure to note this on the outside of the box.**
- **Label each box with the contents and write the number of items on the outside of the box.**

Food

- Try to put all food items of the same type in the same box. For example, put all cans of green beans in the same box. Put all canned tuna in the same box, etc.
- All food must have least one year left on the expiration date.
- Do not send food in boxes or bags (flour, rice, sugar, etc.) or other food items that rodents can get into.

Used and New Clothing

- Clothing is considered new only if it has a tag attached.
- Try to put all clothing of the same type in the same box. For example, put all men's winter shirts in the same box. Put all girls's winter coats in the same box, etc. and label accordingly.

New Shoes Only

- Only new shoes are accepted; the Armenian government taxes used shoes. Project AGAPE does not want to use monetary contributions in this way.

School/Office Supplies

- Try to put all school or office supplies of the same type in the same box. For example, put all notebooks in the same box. Put all pens in the same box, etc.

Health/Hygiene Supplies

- Try to put all health or hygiene items of the same type in the same box. For example, put all bottles of shampoo in the same box. Put all toothbrushes in the same box, etc. .

Sewing/Fabric

- Try to put all fabric or sewing supplies of the same type in the same box. For example, put all spools of thread in the same box. Put all zippers in the same box, etc.
- Label the box with the contents and write the number of items on the outside of the box. If the box contains cloth, write the yardage on the box.

Bedding (including blankets and pillows)

- Try to put all bedding of the same type in the same box. For example, put all sheets in the same box. Put all blankets in the same box, etc. Separate new and used items.

Toys (only new)

- Box soft and plastic toys separately. Send only new toys.

Computers

- The only computers accepted are the following
Pentium 2 or 3 (must be new)
Pentium 4 (may be used in good condition).
Try to box each part together. Label with quantity (e.g., 5 processors, 5 monitors, 4 keyboards, 2 mouse/mice, 3 printers, 4 speakers, etc.)

UMCOR Kits and Supplies

The WNCC Mission Response Center receives kits and relief supplies for UMCOR to be sent to the UMCOR Sager Brown Depot in Baldwin, Louisiana. This enables individuals and churches to save on shipping these supplies to Sager Brown.

Important Information:

All emergency kits have been carefully planned to make them as usable as possible in the greatest number of situations. Because of strict rules imposed by international communities regarding product entry into their countries, it is important that you follow these guides:

1. Include only the items requested and nothing more.
2. Do not include any personal notes, money or additional materials.
3. Do not include any religious material or symbols.
4. All items must be NEW.
5. Kits should be packed in boxes with only one type of kit in each box. The contents and number of kits should be clearly written on the outside of the box.

Most common problems:

- Kits sent in plastic or garbage bags instead of boxes.
- Kits sent in boxes without lids.
- Boxes with more than one type of kit inside.
- Boxes labeled improperly.
- Church/Christian symbols, church names, tracts or notes in kits or on the outside of boxes.
- Boxes that are too heavy. If an average person cannot lift it without difficulty, use smaller boxes.

UMCOR is requesting funds to help with shipping from the Sager Brown Depot to the place where kits are urgently needed. At the end of each kit description is the amount UMCOR is requesting. Methods for making donations are:

1. When sending multiple kits through the WNCC Mission Response Center, include one check for the total amount. Place it in an envelope, inside one of the kits. Be sure to mark "Shipping Donation" on the outside of the kit that has the check. Checks should be made payable to UMCOR.
2. Send your check directly to: UMCOR Sager Brown Depot, PO Box 850, 131 Sager Brown Road, Baldwin, LA 70514-0850.
3. Remit your check to the Advance by sending it through the Western N.C. Conference Office of Mission/Outreach. Make the check payable to "WNCC Treasurer." Write "Advance # 982730" in the memo section of the check. Mail it to WNCC Mission/Outreach, PO Box 18005, Charlotte, NC 28218.
4. Please do not pack cash or checks in individual kits or seal them in boxes.

Bedding Pack

(Value: \$50 per pack)

- 2 flat double-bed sheets
- 2 pillow cases
- 2 pillows

Please send all new materials that are unopened.

Please put at least \$1 per bedding pack in an envelope marked "Shipping Donation" and attach it to the outside of the box containing your packs. Checks should be made payable to UMCOR.

Layette Kit

(Value \$35 per kit)

Many women do not have even swaddling clothes with which to welcome their children into the world. Layette kits provide the basic supplies every baby needs.

Please be sure that all items are NEW!

- 6 cloth diapers
- 2 shirts or 2 one-piece body suits
- 2 baby wash cloths
- 2 gowns or sleepers
- 2 diaper pins
- 1 sweater opening in front
- 2 receiving blankets

Bundle the items inside one of the receiving blankets and secure it with diaper pins.

Please put at least \$1 per layette kit in an envelope marked "Shipping Donation" and attach it to the outside of the box containing your packs. Checks should be made payable to UMCOR.

UMCOR School Kit

(Value \$11 per kit)

In some countries, children don't have books or school supplies. Many have no schoolrooms; classes are held in inadequate or half-destroyed buildings, tents or even the open air. Often students must write down everything the teacher says or records on a board. Their teachers' knowledge and their own notes are the only textbooks. School kits may be these children's only educational resources. This UMCOR kit is designed for a variety of ages.

- 1 blunt scissors (rounded tip)
- 2 pads or 200 sheets of 8 ½" x 11" ruled paper
- 1 30-centimeter ruler
- 1 hand-held pencil sharpener
- 6 unsharpened pencils with erasers
- 1 eraser, 2 ½"
- 12 sheets of construction paper (varied colors)
- 1 box of 24 crayons (only 24)

Prepare a 14" x 16" (finished size) cloth bag with handles and a closure (Velcro, snap, or button) and place the items in the bag. Material should be heavy-duty cloth such as denim. Please no religious or patriotic emblems on or in the bag.

You may obtain a pattern for the bag at this web site:
<http://gbgm-umc.org/umcor/schoolbagpattern.cfm#pattern>

Please put at least \$1 per school kit in an envelope marked "Shipping Donation" and attach it to the outside of the box containing your packs. Checks should be made payable to UMCOR.

Flood Bucket

(Value \$45 per bucket)

These resources enable people to begin the overwhelming job of cleaning up after a flood or hurricane.

For flood buckets only, if the requested-size item is not available, go down to the next available size. If nothing is available in the requested or smaller size, put masking tape on the outside of the bucket, saying "This bucket has no (list item)."

- 5 gal. bucket with resealable lid
- bleach (2 one-quart bottles or one 82 oz. bottle) (*Do not include bleach if you are shipping the bucket to the Depot through the U.S. postal service, UPS or FedEx. It is considered a hazardous material and illegal to ship.*)
- 5 scouring pads
- 1 scrub brush
- 18 reusable wipe cleaning towels
- 7 sponges
- laundry detergent: two 25 oz. bottles or one 50 oz. bottle.
- 1 household cleaner, 12-16 oz.
- disinfectant dish soap, 16-28 oz. bottle
- 50 clothes pins
- clothesline, two 50 ft. or one 100 ft.
- 5 dust masks
- 2 pair, latex gloves
- 1 pair work gloves
- 1 24-bag roll of heavy-duty trash bags (33 to 45 gal.)
Remove roll from box before placing in bucket.
- Insect repellent, 6 to 14 oz. (If aerosol, cans must have protective caps. See special requirements below. **)
- Air freshener, 8 or 9 oz. (If aerosol, cans must have protective caps. See special requirements below. **)

**** Special Requirements:** Put all items in the plastic bucket and seal lid. Please ensure that all cleansing agents are liquids (not powder) and in plastic bottles. All aerosols or flammables: If aerosols are included, do not send the bucket by U.S. mail or DHL/Airborne freight. Ship by UPS ground, FedEx ground or truck or send them through the WNCC Mission Response Center. Pack inside the bucket. Put the ORM-D mark on the outside of any bucket or box containing these items. You may get the ORM-D mark at <http://gbgm-umc.org/umcor/print/kits/orm-d.cfm>. Copy and tape the label on each bucket. Weight cannot exceed 66 lbs. each.

Please put at least \$1.50 per flood bucket in an envelope marked "Shipping Donation" and attach it to the outside of the bucket. You may use one check/envelope for all your flood bucket donations and attach it to only one flood bucket. Checks should be made payable to UMCOR.

Sewing Kit

(Value \$18 per kit)

Sewing kits foster interdependence rather than dependence. Women can make clothing in their own sizes and in the style of their culture. Cottage industries often grow out of the sewing classes where women use these kits to practice valuable income-generating skills.

- 3 yards of cotton or cotton-blend solid-color or print fabric (*there must be 3 uncut yards of fabric or the kit is not usable*)
- 1 pair of sewing scissors
- 1 spool of thread
- 1 package of needles
- 5-8 matching buttons

Wrap sewing notions in the fabric and place items in a sealed one-gallon plastic bag with zipper closure.

Please put at least \$1 per sewing kit in an envelope marked "Shipping Donation" and attach it to the outside of the box containing your packs. Checks should be made payable to UMCOR.

Health Kit

(Value \$12 per kit)

Health kits provide basic necessities to people who have been forced to leave their homes because of human conflict or natural disaster. Health kits are also used as learning tools in personal hygiene, literacy, nutrition and cooking classes. When people gain the knowledge and materials to maintain personal hygiene, their overall health improves.

- 1 hand towel (15" x 25" up to 17" x 27")
- 1 washcloth
- 1 hair comb, large and sturdy (not pocket)
- 1 nail file or finger nail clippers (no emery boards or toe nail clippers)
- 1 bath-size bar of soap (3 oz. and up)
- 1 toothbrush (Single brushes only in original wrapper. No child-sized brushes.)
- 1 large tube of toothpaste (4.5 oz. size or larger.)
Expiration must be 6 months or longer in advance of the date of shipment to UMCOR Sager Brown. If you are delivering the kit to the WNCC Mission Response Center, the expiration date must be at least one year in advance of the pick-up or delivery.)
- 6 adhesive plastic strip sterile bandages

Place these items inside a sealed one-gallon plastic bag. Please put at least \$1 per health kit in an envelope marked "Shipping Donation" and attach it to the outside of the box containing your packs. Checks should be made payable to UMCOR.

Bulk Items

The material resources program is always happy to receive kits and buckets fully assembled with all required items. However, the UMCOR Sager Brown Depot can use large quantities of bulk items that may be easier for some churches to acquire. The top ten list of bulk material needs (listed in order of priority) is as follows:

- Terry cloth hand towels (15" x 25" or 17" x 27") No kitchen towels.
- Toothpaste (4.5 oz. or larger) Expiration date must be 6 months or longer in advance of the date of shipment to UMCOR Sager Brown. If being shipped through the WNCC Mission Response Center, the expiration date must be one year or longer.
- Metal nail files or finger nail clippers (no emery boards, no toenail clippers)
- Children's blunt scissors
- Pencil sharpeners (plain, small, individual sharpeners with no emblems)
- Ruled Paper (pad, spiral or loose leaf)
- School Bags (finished size 14" x 16")
- Baby sweaters (open in front)
- Cloth baby diapers (cloth only – no disposable)
- Baby gowns or sleepers

Please pack all of the same items in separate boxes. Please put \$1 per 10 items in an envelope marked "Shipping Donation" and attach it to the outside of the box. Checks should be made payable to UMCOR.