

LOCAL CHURCH CAMP COORDINATOR

Job Description

Outdoor Christian Education is a major program area of the Conference and an integral part of the local church's programs of Education and Evangelism. One week of camp more than doubles the amount of intentional Christian education most churches are able to offer. In addition, thousands of youth and adults participate in retreats and camps sponsored by their church, their district, or the Conference.

Each local church needs to have at least one person, in addition to the pastor, who is interested in and responsible for promoting camps and retreats. This is the Local Church Camp Coordinator.

HOW THE POSITION IS ESTABLISHED: The Nominating Committee in each local church is asked to secure this person as one of its officers. Following election by the Charge Conference, the Camp Coordinator begins serving on January 1st.

FITTING THE JOB TO YOUR LOCAL CHURCH: Because each church is unique in its setting, membership, and operating styles, this job description — as well as the promotion tips and other materials — will need to be tailored by the Camp Coordinator to fit his/her particular congregation. The Camp & Retreat program is designed to serve persons of all ages and interests in each church of our Conference.

FUNCTIONS: The duties of the Local Church Camp Coordinator include:

- > Become informed of the facilities available in our Conference Camps and Retreat Centers.
- > Become informed of camp and retreat schedules and opportunities for all ages.
- > Promote camping and retreats by working with the pastor to set up special promotional events and displays, and by helping others “tell the camp and retreat story.”
- > Assist campers in registering for camps and retreats.
- > Become informed of camp and retreat events that happen in fall, winter, and spring. Posters and brochures are published throughout the year. Watch *The United Methodist* (the Conference newspaper) for news of camping and retreat events.
- > Be on the lookout for potential camp and retreat leaders and counselors; have them fill out a volunteer staff application. Encourage interested high school youth to participate in the Conference Counselors-in-Training (CIT) program.
- > Encourage groups in your church to consider retreats as effective learning, fellowship, and planning methods.

SUPPORT SYSTEM: The Local Church Camp Coordinator can expect support from the pastor, active campers in the congregation, camp leaders in the district, members of the Conference Camp & Retreat committees, and the Camp & Retreat Office. Publicity materials are sent to the church throughout the year. These should be given promptly to the Camp Coordinator. The Coordinator is encouraged to use the 800 number and/or e-mail to promptly contact the Conference Camping Office staff with any questions or concerns.

TIMELINE FOR CAMP PROMOTION AND REGISTRATION

- JANUARY** Local Church Camp Coordinator officially assumes position. Discuss scholarship funding with primary church council, United Methodist Women, Men, and Youth, and/or Education team. Schedule Camp Sunday with pastor and programming committee.
- FEBRUARY** Summer camp and retreat publicity material is sent to each local church, including camping brochures with registration forms. The February issue of *The United Methodist* features Camp & Retreat insert.
- MARCH** Set up a camp bulleting board, plan & help lead Camp Sunday worship, begin to highlight summer camping and retreat opportunities in your newsletter and bulletin.
- APRIL** If you didn't celebrate Camp Sunday in March, do it now! Active promotion and registration should be underway. Consider showing one of the camp videos during your Sunday morning fellowship time.
- MAY** Keep promoting and registering campers. On the last Sunday of the month include a dedication of this summer's campers in the worship service.
- JUNE** Publish the names of your camp and retreat participants in the bulletin or newsletter the week they are at camp.
- JULY** Watch for the Fall Camp & Retreats brochure; make sure adults (especially retirees) are aware of the many fall events offered.
- AUGUST** Remind your congregation and its small groups that our United Methodist campsites are available for retreats and workshops.
- SEPTEMBER** Take steps to get Camp Scholarship funds included in next year's church budget. Have campers report on their experiences.
- OCTOBER** Is your old summer bulletin board still up? Change it!!
- NOVEMBER** Be sure your church has nominated and elected a Camp Coordinator for the next year.
- DECEMBER** Watch for the Winter/Spring Camps & Retreats brochure. Publicize these events in your newsletter and on bulletin boards. Talk with your youth group leaders about Winter Weekends for youth in January and February.

HAVE A GREAT CAMPING YEAR!

