

Camp & Retreat Ministries—Policies & Procedures

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Section One — Mission (ACA PD 1.1)

A. Mission Statement for Camp and Retreat Ministry

We are people dedicated to creating quality environments of Christian hospitality and learning. We nurture persons so that they may...

- ❖ Grow in wisdom and healthy self-esteem.
- ❖ Develop lifestyles of loving interdependence with each other and all of creation.
- ❖ Affirm and expand their faith in God and their service as Christian disciples within God's world.

We serve individuals, families, educational institutions, religiously affiliated groups, social service agencies, community service organizations, and other nonprofit organizations that enrich life in the world.

B. The Purpose of CRM Board Sponsored Events

Within the total mission of Camp and Retreat Ministries, we provide specific Christian camp and retreat experiences. We invite people to grow in their relationship with Jesus Christ and others: their family, church home, and the world, through outdoor living experiences in a distinctly Christian community.

Criteria for planning and approving events: "Is this likely to create a community where lives are transformed in Christ?"

C. Camp and Retreat Ministries --Core Values

WE VALUE:

FAITH FORMATION – We complement the work of local congregations in creating communities where lives are transformed in Christ. People yearn for God, long to experience the love of Christ, and seek a spiritual center. Camp offers settings of great natural inspiration where people of all ages experience Christian community.

VOLUNTEERS – We value volunteers in all aspects of our ministries. We depend on people to contribute their gifts, time, and energy in ways that truly make a difference.

EXCELLENCE – We provide high quality, effective, responsive ministries. We pay close attention to protecting children, and provide safe spaces for people to have new experiences.

COMPASSION – We are motivated by God's love to bring hope, love, and joy to people of all ages and needs.

LEADERSHIP – We encourage all our leaders to risk, innovate, and creatively apply their skill and knowledge. Specially trained, professional staff directs each of our ministries.

TEAMWORK – We are partners with Board members, staff, donors, parents and campers, local congregations, Connecting Missions, and conference-wide groups. We also collaborate with community and faith-based organizations that share a common mission.

CARE FOR THE EARTH – It matters that we are "Outdoor Ministries"! The Biblical and spiritual roots of our faith affirm the sacredness of creation, and teach us that stewardship is vital to discipleship.

Section Two — Financial Policies (ACA OM-1.1 & 1.2)

A. Financial Procedures

All financial procedures shall be established by the CRM Board.

B. Budgets

1. All budgets of the CRM Bd and its constituent Divisions and Site Ministry Teams shall be prepared in accordance with the financial policies contained in this section.
2. The annual budgets of the CRM Bd and each of its Divisions and Sites shall be subject to review annually by the CRM Bd. The CRM Bd shall have the authority to make modifications, as it deems necessary.

C. Fees

1. The CRM Bd shall seek to be self-sustaining, provided that the CRM Bd may seek from other sources outside of apportionments. Property and program development funding will be sought through annual giving strategies, capital campaigns and applications for foundation grants.
2. Camp/retreat registration fees shall be set by the Executive Director and reviewed by the CRM Bd. Hospitality fees shall be set by each site.
3. The Treasurer of the Oregon-Idaho Annual Conference of The United Methodist Church shall be designated as the Treasurer of the CRM Bd and shall be responsible for depositing and disbursing all funds received and spent in the camp and retreat program of the Conference, and maintaining adequate records of these transactions. All funds received for/from gifts, bequests, trusts, etc. shall be initially deposited with the Conference Treasurer. These funds will be invested, as appropriate, and regularly reported to the Camp and Retreat Ministries Executive Director. Credit to individual accounts will be in accordance with the wishes of the donor. In the case of undesignated funds, the Camp and Retreat Ministries Board will determine where the funds will be used.

D. Accounting

1. The fiscal year shall be from January 1 to December 31.
2. The Treasurer is responsible for arranging for an annual audit of all CRM Bd funds. Each site shall submit to the Treasurer's office a reconciliation report of all petty cash funds held at the site.
3. Each Site Director shall act as the purchasing agent for that site, within the budgets and policies of the CRM Bd.
4. Any changes to the accounting system or chart of accounts as maintained by the Conference Treasurer for the Camp and Retreat Ministries Board will be made only after consultation with the Executive Director of Camp and Retreat Ministries.

Section Three — Financial Procedures (ACA OM-1.1 & 1.2)

A. Reporting

The Treasurer shall report monthly to the CRM Bd and all Site Directors, and annually to the CRM Bd and the Oregon-Idaho Annual Conference, giving applicable information on financial transactions relating to the CRM Bd budget, and the status of all CRM Bd funds.

B. Accounts

1. All balances in site budgets as of December 31 shall be transferred to the CRM Operating Balance, provided that all outstanding site bills for the current year have been paid, and provided that each site shall accumulate money in designated and reserve funds as directed.
2. The CRM Operating Balance shall be distributed according to the following priorities:
 - a. To maintain the Operating Reserve at an amount equal to 9% of the operating expenses for the current year for use during the following year to cover cash flow needs.
 - b. To increase the principal of the Camp & Retreat Endowment (CARE) Fund by transferring to it an amount equal to the earnings on the CRM Operating Reserves.
 - c. Any remaining funds shall be divided as follows:
 - i. 25% shall be pro-rated to the development funds of those sites contributing to the CRM Operating Balance.
 - ii. 75% shall be made available for immediate use as CARE Funds.
3. The Executive Director shall administer any special unbudgeted funds received from miscellaneous sources.
4. Maintenance Reserve and funds for capital improvements may come from the following sources: two percent (2%) of the income of each site; grants; Annual Funds solicitation; and additional allotments to each site by the CRM Bd as funds are available.

C. Registration

1. Registration deposits must accompany all registration applications. The remaining balance shall be paid at least ten days before the event, although full payment may be made at the time of initial registration. Additional charge for late registration may be made at the discretion of the Registrar.
2. Refunds of event registrations may be made except that a service fee shall be retained from all registrations refunded. The amounts to be retained shall be determined by the Executive Director.

D. Volunteer Staff (ACA HR-7.1 B)

Volunteer staff shall have meals and lodging furnished during the event, and shall be reimbursed from the site budget for expenses approved by the Director, incurred before or during the event for travel, meals, or program materials.

E. Hospitality Bookings

All funds received for reservations, bookings, and services shall be deposited with the Treasurer along with the necessary documentation to provide proper accounting.

F. Recreational Vehicles

Those attending Conference sponsored events in their own trailers or recreational vehicles at events other than those designed specifically for RVs shall secure approval from the site Director in advance, and will pay fees for facility use, program and meals.

G. Fundraising

1. All money raised for Camp and Retreat Ministry must be processed through the Treasurer's office. No money raised is to be held outside the normal financial procedures of the CRM Board.
2. The Camp and Retreat Ministry Board needs no further approval for solicitation of individuals, encouraging giving to Annual Funds, the publicizing of special projects, encouragement of planned giving, and application to foundations for grants.
3. Approval of the Council on Finance and Administration would be needed for Conference-wide campaigns to the churches.

H. Conflict of interest

Camp and Retreat Ministry employees and/or members of the board, various divisions, or site teams shall not, during their time of service, receive any compensation or have any financial interest in any contract or in any firm or corporation which provides goods or services (excluding publicly held companies where the official employee or member owns less than 1 percent of the voting stock thereof) or in any contract for the supply of goods or services or the procurement of furnishings or equipment, interest in any construction project of the conference, site procurement by the conference, or any other business whatsoever unless approved in writing in advance by the official's or employee's immediate supervisor and/or the board or division upon which the member participates after full disclosure of the conflict including the amount of compensation and/or benefit the official, employee, or member will receive.

The term "official" "employee" or "member of the board or division" shall include the official's, employee's or member's immediate family. Immediate family shall be defined as any person residing with the official, employee or member and their mother, father, and/or sons or daughters

I. Documentation retention and destruction policies

1. 1 year

- a) Duplicate deposit records

2. 3 years

- a) General correspondence
- b) Employment applications
- c) I-9's
- d) Employee personnel records (after termination)
- e) Business correspondence

3. 7 years

- a) Accident reports
- b) Accounts payable ledgers and schedules
- c) Accounts receivable ledgers and schedules
- d) Bank statements and reconciliation reports
- e) Cancelled checks
- f) EFTs
- g) Contracts and leases (expired)
- h) Contracts and leases in effect/ expiration + 7 yrs
- i) Payroll and pension reports
- j) Time cards

4. 28 years - Health records (ACA HW 22.1)

Since family camps include infants, and since health records must be maintained until 7 years past the age of majority, it is the policy of Camp and Retreat Ministry to retain all camper health forms for 28 years. The records are archived in the conference center and clearly marked.

5. Permanently

- a) Insurance policies (including expired)
- b) Insurance letters/correspondence
- c) Employment applications/files for current employees
- d) Property records
- e) Annual reports
- f) Annual audits
- g) Minutes of Board meetings
- h) Contracts and leases in effect
- i) Special permit use of USFS land documentations
- j) Water rights documentations
- k) 990
- l) Certificates or articles of incorporation and corporate records to the state (DBAs, etc.)

J. Internal Loans

1. With recommendation of Treasurer and Executive Director, and approval of CRM BRD, sites may borrow from designated funds to accomplish needed capital improvements.
2. A repayment schedule must be part of the recommendation, including term and rate of interest.

K. Interest Crediting Policy

Interest is posted at year's end, based on the average of monthly balances in each account for the year.

Excluding:

1. Negative balances at year's end.
2. Operating funds.
3. Grants.
4. Any fund that cannot risk loss. (*for instance, Care Project Fund; Time to Grow fund at ALCRC currently*)
5. Balances under \$1,000.

L. Endowed Funds Disbursement Policy

For all of our permanently restricted endowment funds (Magruder Trust, General Campership fund and any future permanently restricted endowment funds), that our annual distribution policy shall be: distribution shall be equal to 3% of the average ending balance of the fund on December 31 for the current year and each of the preceding two years for a total of three years.

M. Non-cash gifts policy

We are grateful for the generosity of every person who wants to support Camp and Retreat Ministries. When goods, services and property are offered, instead of monetary contributions, the following policies apply.

1. Gifts that can be used effectively as part of the ongoing operations, or that help us move toward established long-range goals, will be received and incorporated into those ministries.
2. Goods, services and property that cannot be used directly in the current ministries may also be given, and through sale or barter can be used to provide resources to support essential aspects of the current ministries.
3. Some non-cash gifts may require more investment for our purposes than the value of the item being donated. For example, items needing substantial repair or upgrading, items requiring large amounts of staff time to make useful, or items requiring storage for relatively little usage, etc.

Under these circumstances, we will suggest other organizations where the donor's gift might be more beneficial, since they are not useful in our particular settings.

4. All non-cash gifts given to Camp and Retreat Ministries may be used, altered or sold as deemed appropriate by the duly authorized agents of the Conference and the Camp and Retreat Ministries Team, for the purpose of enhancing the long-term effectiveness of the ministries. If a donor wishes to place any stipulations or limitations, they must be clarified in writing and signed by the donor before a gift is received, in order for Camp and Retreat Ministries to make a fully informed decision about whether or not a gift will be received. This helps to avoid hurt feelings that may arise due to unintended misunderstandings in years to come.
5. All persons who make donations will receive letters of gratitude that highlight the gift they have given, are appropriate documentation for tax purposes, and express our deep appreciation for their generosity and participation in Camp and Retreat Ministries. Donors are partners in ministries that transform lives.

Section Four — Camp & Retreat Endowment Or CARE Fund

A. Policy

1. The Camp and Retreat Ministries Board maintains a fund named the CARE (Camp and Retreat Endowment) Fund.
2. The CARE Fund consists of two categories of funds:
 - a. The principal of the CARE Fund
 - i. The Principal of the CARE Fund shall be invested, and not expended.
 - ii. The Principal of the CARE Fund may be increased through transfers of earnings on the Camp and Retreat Ministries Bd operating reserves as provided in (Financial Procedure Policy).
 - iii. The principal of the CARE Fund may be increased by grants, gifts, and bequests received by the Camp and Retreat Ministries Bd.
 - b. The expendable care fund
 - i. Expendable CARE Funds consist of the accrued income of the CARE Fund and funds transferred to the CARE Fund pursuant to (Financial Procedure Policy).
 - ii. Expendable CARE Funds may be expended as set forth below.
 - iii. Unspent accrued income of the CARE Fund need not be expended during the fiscal year, and may be carried over for expenditure in future years.

B. Definitions

1. As used in the policy, the following definitions apply:
 - a. “Application Form” means the CARE Funds application form approved by the F&PD.
 - b. “CARE Repair” means:
 - i. Repairs to existing facilities
 - ii. Replacement of existing facilities with new having substantially similar characteristics
 - c. “Facilities” means buildings, fixtures, equipment, vehicles, grounds, and utility systems.

C. Purpose

CARE Funds may be used to pay for CARE repairs.

D. Procedure

1. The Executive Director or Site Director may apply for CARE Funds by submitting an Application Form to the Executive Director of the Camp and Retreat Ministries Bd.
2. If the application properly requests CARE Funds for permitted purpose, the Executive Director shall submit the Application to the Facilities and Properties Division of the Camp and Retreat Ministries Bd for consideration.
3. The Facilities and Properties Division shall review the Application including the following criteria:
 - a. Health and safety requirements
 - b. Operational requirements

- c. ACA accreditation requirements
 - d. Availability of alternative funding
 - e. Consistency with the site's master plan
 - f. Number and status of Previous Applications
 - g. Available Funds
4. Upon review by the Facilities and Property Division, the Division may:
 - a. Approve the Application
 - b. Reject the Application
 - c. Return the Application to the Camp or Retreat Director with a request for further information, clarification, or modification
 - d. Approve the application with modifications
 5. The Facilities and Properties Division shall report all approved Applications to the Camp and Retreat Ministries Bd.
 6. Approved Applications are forwarded to the Treasurer for implementation.

E. Amendment

Any changes to this CARE Fund Policy shall require a 2/3-majority vote of the CRM Bd after one year's notice of such proposed change.

F. Care Fund Administration

The following guidelines shall be followed in approving and administering CARE Fund requests to insure projects are properly processed and that funds allocated are accounted for through project completion:

- a. CARE Fund Requests forms must be completed in full and submitted to the Executive Director, who will work with the Facilities and Property Division chairperson to process the requests. In addition, other materials essential to evaluating projects, such as but not limited to cost analysis, floor plans, etc. must be attached to this form. Lack of sufficient information may delay consideration.
- b. Reviews of CARE fund requests are the responsibility of the Facilities and Property Division. Official notification of actions will be immediately sent to the site Director and the Treasurer.
- c. If a project is not started and some funds expended within 6 months after approval, the Executive Director will inquire as to the status of the project. If a project is started and no activity occurs on a project during a period covering three regular meetings of F&P, the approved project will be considered void. At this time, the Director will need to submit a new CARE Fund Request and updated documentation for the project, if further funding is desired.
- d. If a CARE Fund Project exceeds the amount approved by Facilities and Property Division, the site will be responsible for funding excess amounts from the site budget while still staying within the site budget guidelines for that year. The Executive Director must approve any exceptions.
- e. The fund shall be managed at the sole discretion of the Camp and Retreat Ministries Bd by the Treasurer. A report of the status of CARE funds, indicating what has been approved by project, how much has been disbursed by project, and what remains to

be disbursed from the original approved figure will be prepared by the Treasurer. This report will be available for each meeting of the Facilities and Property Division with the most current figures.

Section Five — Management Of Properties

A. Appearance and Safety

1. All camps need to make sure that the site, workshop, trails, buildings etc., are clean, safe, in good repair and in general presentable to the public.
2. All camps need to comply with all local, state and federal law regarding health and safety issues, including all fire regulations.
3. All camps need to score at least 85% of all ACA standards that apply to their program and facility.

B. Long-Range Planning

Each Site Ministry Team shall assist the Director in developing long-range maintenance, improvement, and capital development plans, consistent with the master plan, and shall assist in obtaining financial support for these plans.

C. Conservation

The natural beauty of each site is to be maintained and enhanced through sound ecological practices, utilization of native plantings, and concern for sustainability.

D. Ministry

Each site should be developed primarily to implement ministries developed by the CRM Bd and in support of the churches of the Conference and its partners in ministry.

E. Master Plan

1. The CRM Bd shall review and approve Master Plans for each of the sites and programs. Directors and ministry teams are expected to lead their programs in fulfilling the goals in CRM Bd approved Master Plans.
 - a. Each site or program separately assigned to a Director shall maintain a current Master Plan. Site master plans will include a description of the facility goals with emphasis not on building plans, but on what kinds of services and programs projected facilities are to support and how the location of these facilities or services will be integrated within the site.
 - b. Each Master Plan shall include no less than the following elements unless they are irrelevant to the site or program:
 - i. A statement describing the main constituency or constituencies who are the focus of the program or site;
 - ii. A statement of the goals the program seeks to accomplish with the focus constituencies.
 - iii. A description of the resources (such as: facilities, personnel, programs and funding) that will be brought to bear in order to accomplish these goals
 - iv. A time-frame for the life of the Master Plan. Master Plans would ordinarily have a life of no less than 3 years and no greater than 10.
2. Any of the following groups may initiate a proposal for changes in the Master Plan:

- a. Site Ministry Team
- b. Facilities and Property Division
- c. Camp and Retreat Ministries Bd

F. Ownership

The Oregon-Idaho Annual Conference of The United Methodist Church shall hold title to all camp and retreat properties.

Section Six — Registration Procedures

A. Registration Procedures for CRM Events

1. Registration fees shall be set by the Executive Director, upon recommendation by the Directors, at a level that will assure the financial solvency.
2. Registration deadlines shall be set annually by the Executive Director for all CRM Events.
3. A registration deposit, must accompany the completed registration application. The remaining balance should be paid at least ten days before the event.
4. Registrations will be accepted on a first-come, first-served basis until each event is filled. There is no guarantee that registrants will be able to attend the event of their first choice.

B. Registration for Non-CRM Events

1. All reservations or contracts for the use of the Camps and Retreat Centers shall be made with that site office. Sites may utilize the services of the Camp and Retreat Ministries Assistant at the Conference office to process contracts with the approval of the Executive Director.
2. Site Directors may make recommendations to the CRM Bd regarding the use of camp sites by guest groups, including their use in support of ecumenical camping opportunities.
3. Scheduling of Reservations
 - a. First priority in a schedule will be given to Camp and Retreat Ministries events, and events included in our official partnerships.
 - b. Hospitality groups may make reservations on a first-come, first-served basis. Priority is given United Methodist or official partner groups if reservations are received at the same time.
4. A Director may recommend certain events be scheduled more than one year in advance, with approval of the Executive Director: specifically, multiple-year reservations, major one-time events, to secure key leadership for an event, or events sponsored by major contracting groups.
5. Deposits must accompany reservations for use of site facilities for other than scheduled United Methodist Conference events or scheduled events from agreements with official partners.
6. A Director shall be allowed to negotiate deposits, discounts, and refunds on an individual use basis.
7. Rates for use of sites shall be determined by the recommendations of the Director or Executive Director. Rate schedules setting forth specific costs of meals and lodging accommodations for each site shall be made available.
8. Certificates of liability insurance are required of all hospitality groups, naming the Oregon-Idaho Conference and the particular site as an additional insured.
9. Sites may be used only by religiously affiliated groups, schools and educational bodies, families, service organizations and other nonprofit organizations that enrich life in the world, in compliance with our mission statement.

C. Co-Sponsorship of Events

1. Co-sponsorship may be initiated by CRM, a Site Ministry Team, Program Division, or by groups within the Conference or District structures.
2. Details of co-sponsored events will be negotiated by the Executive Director or a site Director, including program responsibilities, registration process, facilities to be used, and fees to cover site and program resourcing costs.

Section Seven — Health And Safety Regulations

A. Compliance

- i. Every site and off-site program shall comply with public health, sanitation, and safety requirements established for camping and retreat programs and facilities as requested by the USFS, State of Oregon or Idaho, and by the American Camp Association standards.

B. Health Certifications (ACA HW-23.1)

1. Site employees with responsibilities for handling food shall meet applicable state requirements.
2. Campers and volunteer staff members who are minors shall submit a completed health history and statement, as provided by the CRM, signed by their parent or legal guardian, prior to or upon arrival at the camp, or point of camp-provided transportation. Signature on the health form shall attest that the individual is capable of participation in all activities unless noted otherwise. Such form shall certify the absence or presence of any known communicable or infectious disease, and shall describe any known chronic health problem.
3. Every adult participant or volunteer staff in a CRM-sponsored program event lasting more than one day, shall submit a completed adult health form, as provided by the CRM, and signed by the individual. Such form shall certify the absence or presence of any known communicable or infectious disease, and shall describe any known chronic health problem.

C. Health Care Provider (ACA HW-1 & HW-2)

1. There shall be a Health Care Provider for CRM children and youth events in accordance with ACA Standards. (See appendix for job description.)

D. Insurance (ACA OM-3.6)

1. The Conference shall provide accident insurance for all volunteer staff and participants in CRM program events, while at the event and while traveling to and from the event. Volunteer workers shall be covered by appropriate workers compensation insurance during the hours of work at or for the camp
2. Health and Accident insurance claims shall be signed and submitted by the site Director. Claims must be mailed directly to the Camp and Retreat Ministry Registrar. Workers compensation claims must be signed by the site Director and mailed to the carrier, with a copy to the Conference Treasurer's office.

E. Fires

Fires shall be built only in fireplaces, approved campfire pits, or sites designated by the Director.

F. Drinking Water (ACA SF-4.1 & PD-9.2)

Untested water sources are not to be used for drinking water at any CRM event without first being boiled, filtered or chemically treated to ensure purity. Water that has been tested and which currently passes local requirements for purity can be used.

G. Site Boundaries

Participants in children and youth events are to stay within the boundaries of the site unless accompanied by adult staff members in appropriate supervisory ratios. With family and

adult events, notify the dean or site Director whenever leaving the site outside of scheduled program activities.

H. Firearms and Weapons (ACA OM-6.1; OM-4.1E) –

No firearms or weapons are allowed at camp. (Exceptions for permanent staff and when utilized as part of a program with established safety rules.)

I. Pets (ACA OM-4.1D)

No pets are allowed at camp, including companion/therapy animals except service animals under ADA qualifications . (Exception for those belonging to permanent staff, or being utilized as part of a program with established safety rules.)

J. Drugs and Alcohol (ACA OM-4.1A)

The use or possession of any non-prescribed drugs, depressants, stimulants, hallucinogens, tobacco and marijuana is strictly prohibited and is grounds for dismissal of owner/user from camp and retreat ministry event. Alcohol is prohibited at camp except when approved for adult groups with special permission from Camp Director. The sacramental use of wine for Eucharist is always respected for Christian traditions for whom that is standard.

K. Tobacco

Use of tobacco is prohibited at camp unless approved for adult groups by Camp Director in a designated area.

L. Waterfront activities (ACA PA-3.1 & 3.2; PA-5.1 & 5.2; ; PA-20.1 & 20.2; PA-22.1)

1. Each site having waterfront activities shall employ or have on their volunteer staff a person currently certified in Lifesaving, First Aid, and CPR (Red Cross or equivalent), during CRM events. Guest groups shall be advised to do the same. (See appendix for job description)
2. Swimming, and boating for those under age 18, shall be permitted only when a certified lifeguard is present or ACA standards are met or exceeded for waterfront safety, including physical conditions, proper rescue and safety equipment, and proper staffing ratio of swimmers to guards or assistants. Guest groups shall be required to meet the same standards. (ACA all PA standards)
3. Use of aquatic areas by staff during time off: never use aquatic area when alone - use the buddy system. Notify supervisor before going swimming or boating. Follow all established aquatic regulations. When swimming, the lifeguard can swim while on duty. When boating, the CPR/first-aider may boat while on duty. (ACA)

M. Rest period

A daily rest period shall be required as part of every CRM event for children and youth, in order to maintain the health and energy of those attending

N.

Personal items (ACA OM-4.1)

Personal items, sports equipment and other, if brought to camp, should be stored with the personal belongings of the owner and should only be brought out when it will be used for the sport. Loss or theft of any personal items brought to camp are not the camp's responsibility. During CRM-sponsored camps, staff vehicles must be parked in designated parking spots and should not be driven around the camp site.

O. Guests

Employees not residing in permanent residences may have guests between 8:00 a.m. and 11:00 p.m., so long as such guests do not interfere with the operation of the camp and are not present during employee's scheduled work hours. Only employees residing in permanent residences shall have the right to entertain extended family members and other guests overnight in their residence, as long as such guests do not interfere with the operation of the camp. Guests are required to obey camp speed limits and all of the rules and regulations regarding camp use.

P. Free time (ACA HR-21.1 & 21.2)

All seasonal staff, volunteer and paid, will have scheduled free time from assigned camp responsibilities. During this time, they will not be expected to be at a specific place or performing camp-related responsibilities, though they are expected to remain onsite for any daily breaks. The guideline is two hours daily and one day per full week, if applicable.

Q. Underage drivers

Licensed drivers, 18 and under, may drive themselves (if they have their parent's permission,) but are not to have any underage passengers. At camp or other event, the keys are to be turned in to the director until time to leave, and the same rules apply for the trip home.

R. Social Networking

The CRM Bd shall maintain policies regarding appropriate cell phone, internet, and image usage.

Section Eight — Directors

Employment of Directors (ACA HR 1.1, 1.2, 1.3, & 1.4)

Each site shall have a Director as deemed necessary by the Camp and Retreat Ministries Bd and meeting appropriate ACA requirements.

The Director of each site shall be hired, or employment terminated, by the Executive Director, in consultation with the CRM Bd. Interim Directors shall be hired, or employment terminated, in the same manner. A job description for the Director shall be subject to review bi-annually by the CRM Bd. (See appendix)

Site Directors and their families may eat with campers when food service is provided.

Housing for the Director shall be provided.

Section Nine — Staff Hiring Procedures

(ACA HR-3.1, 3.3, 4.1, 4.2, 5.1, 5.2, & 5.3))

A. Application Procedures

1. All staff — long and short-term, seasonal and year-round, part and full-time — shall complete the appropriate camp staff application form as follows:
2. Application packets, which shall include the appropriate application forms and job descriptions, shall be made available to all applicants upon request.
 - a. New seasonal summer staff: ACA Camp staff application form or site specific equivalent.
 - b. Returning seasonal summer staff: Camp re-application form or equivalent.

B. Screening Procedure

1. Following are steps in the screening process for staff applicants that are to be completed for each applicant that is hired (staff hire), depending on position:
 - a. Verification of previous employment —
 - i. At least one check of previous work (or volunteer) history shall be completed for each staff hire.
 - ii. For year-round staff, verification of previous employment directly related to position is required.
 - b. Reference checks — One pastoral and one personal reference is required for each staff hire and can be handled online through Trak-1.
 - c. Verification of degree, license, and/or certification —
 - i. Copies of appropriate license and/or certifications are required for health care personnel, kitchen staff, trip camp personnel, and waterfront personnel.
 - d. Criminal background checks —
 - i. A volunteer disclosure form is required for all staff hires and volunteers.
 - ii. An annual online criminal background check, including a check of the National Sex Offender Public Web-site, is required for seasonal positions. For full-time employees living onsite, a background check every 5 years is required.
 - e. Driving record checks —
 - i. A volunteer disclosure form is required for all staff who would drive any camp vehicles and/or transport any campers, staff (except for time-off), or camp equipment.
 - ii. Staff or volunteers who would drive any camp vehicles shall have no motor vehicle moving violations within 3 years of their application date.
 - f. Drug and alcohol tests —
 - i. Bus drivers are required to have Commercial Drivers Licenses and shall comply with state mandatory drug testing programs.
 - g. Personal interview — personal interviews are to be conducted with staff as follows:
 - i. Seasonal summer staff — Site Director or Program Director will interview all seasonal camp staff, preferably in person, but at least by phone for all positions.
 - ii. Year-round staff will be interviewed in person by Director.

C. Equal Employment Opportunity

CRM shall not discriminate because of race, color, gender (except where a specific male/female ratio is required for supervision of campers), marital status, age (when minimum ages requirements are met), sexual orientation, handicap, or national origin.

In accord with this policy, the camp seeks to provide a workplace free of harassment of persons due to any such condition or status. Any such harassment shall be considered a violation of these policies and shall be subject to stated procedures for grievance and termination as appropriate.

Due to the responsibilities of the staff person, a supportive attitude toward the United Methodist Church is considered a "bonafide occupational qualification." Church membership or participation in a Christian denomination is important and preferable, particularly for those working directly with campers.

Section Ten —Voluntary Disclosure and Review

A. Voluntary Disclosure Form (ACA HR-4.1)

All hired staff and volunteers working with or around children or youth within camp/retreat programs or at camp/retreat sites must complete in full the "Voluntary Disclosure Form" and turn it in to the Dean or Director recruiting or hiring them for service. This must be done **before** a person begins serving.

Deans and Directors are required to gather and review all forms from those they are securing to serve **prior** to their service. The forms are to be filed for retention at the Conference office following the person's service for that camp season.

Any volunteer or hired staff person who does not complete a disclosure form and sign it is not to serve in our programs or at our camp/retreat sites. Therefore, Deans and Directors are encouraged to gather disclosure forms at the time of recruitment. **NOTE: Deans, chaplains and resource people must also fill out the disclosure form annually and turn it in for retention. Directors and all employed staff must complete an annual disclosure form, to be retained in their personnel file.**

Section Eleven — Supervisor Training and Staff Observation

(ACA HR-19.1, 19.2, 19.3, & 20.1)

1. Supervisors such as Director, Resource persons, Deans and Kitchen mgr./Head Cook are given guidelines in the Staff Handbooks that share the expected job performance of the staff they are supervising. Supervisors will also find an organizational chart in the staff handbooks, so they will know who they are responsible for supervising.
2. **Supervision of Short term program staff** - We expect the Director and/or Dean to observe each counselor once during the camp. Topics such as job responsibilities, camp relationships, discipline of campers, sensitive issues and roles in health care and at the waterfront are covered in the staff handbooks and are the types of things the Director or Dean should look for while observing the staff. The Director or Dean will use this observation to help in her/his written evaluation of the staff to be completed at the end of camp. It is also appropriate and encouraged for the Director or Dean to verbally share with short term program staff encouragement and/or improvements needed in their job performance. The Dean should contact the Director with any major concerns immediately.
3. It is also expected that the Dean will talk over their observations of site program staff with the Director as soon as the observation is completed. Since site staff will be on staff for the duration of the summer camp season, we want to provide continuity of feedback to the site staff and feel this is best done through the Director. We also want to be proactive in correcting any job performance situations that need to be corrected.
4. **Supervision of Camp staff** - we expect the Director (or the designated department manager where applicable) to observe each camp staff once during the first two weeks of camp. Topics such as job responsibilities, camp relationships, sensitive issues and roles in health care and at the waterfront are covered in the staff handbooks and are the types of things the Director should look for while observing the staff. The Director will use this observation to help in her/his verbal evaluation of the staff at the end of employment or the camp season. It is also appropriate and encouraged for the Director to verbally share with camp staff encouragement and/or improvements needed in their job performance. The food service manager, maintenance manager, or others supervising volunteers or staff should contact the Director with any major concerns immediately.
5. Communication with any staff about their inappropriate behavior should be done by talking with the staff person when they are not with other staff or campers unless there is a situation where a third party is appropriate. Sharing with the staff should be done in a respectful, clear way that provides possible solutions and gives the opportunity for the staff to share. The supervisor needs to be certain that the staff person understands the need for change in behavior and has a plan for such change.

Section Twelve — Suitability to Serve (ACA HR-4.1, 7.1)

A. Review Process

Failure to complete a disclosure form, or affirmative responses to disclosure:

- a) When a volunteer or hired staff person fails to sign where indicated, fails to complete, or gives affirmative responses to any of the questions on the disclosure form, a review process must be completed before that person can serve.
- b) Deans or Directors discovering any of the above related to the disclosure form must contact the Executive Director to initiate a review.

B. Accusations of Abuse or Illegal Activity

Any volunteer, hired staff person, or camper accused of abusive and/or illegal behaviors toward others or him/herself will be immediately relieved of duties related to camp and retreat ministry and be isolated from further contact with participants, guests and others who may be negatively impacted by the individual's presence. If reporting to social service agencies or legal authorities is required under the circumstances, the Director (or the Dean when appropriate) will do so promptly. In addition, the individual accused of abusive and/or illegal behaviors may not return to duties until the Executive Director completes a review.

C. Review

1. The Executive Director shall annually review the suitability of persons desiring to serve in Camp and Retreat Ministries with the Cabinet and conference staff related to youth and children's ministries.
2. The purpose of the review will be to determine whether or not a person may continue to serve in Camp and Retreat Ministry and under what conditions. The reviewers shall seek to determine the facts surrounding responses or non-responses to the "Volunteer and Hired Staff Disclosure Form" or any accusation of abuse or illegal activity. The determination will be reported to the Director (and Dean if applicable), and the person under review. Confidentiality is required.

D. Responding to Other Behaviors Which Hinder Our Mission

There are behaviors and activities which are not categorized legally as abuse or crimes, but which hinder our mission and our purposes. Examples might be:

- a. A counselor who continually undermines program objectives;
- b. A hired staff person who fails to fulfill his/her job description;
- c. A Dean who neglects staff training or health and safety concerns, etc.

E. When Serious Concerns Arise

1. The person raising the concern should be encouraged to talk directly with the person whose behavior is considered detrimental. This should be done in Christian love and honesty with the intent of positive growth for the individual and enhancing the ministry. Specific behaviors and incidents should be pointed out rather than generalizations. In addition, positive behaviors for the future should be described and future expectations should be mutually agreed to.
2. If the person raising the concern is unwilling or unable to talk directly on their own with the person in question but still believes the behavior must be addressed — or when the initial conversation is unproductive — the concerned individual may put his or her concerns and future expectations in

writing and mail them to the individual in question with a copy to the Executive Director. The Executive Director may share this letter with the group or person to whom the individual in question is accountable; or the concerned individual may ask the Executive Director and a member from the CRM Board to join with him or her in talking directly with the individual in question to seek understanding and resolution.

3. NOTE: Anonymous complaints or evaluations will be considered unverifiable, and therefore have no foundation for being officially addressed.
4. Persons whose behavior dramatically hinders the mission and goals of the ministry or whose negative behavior is repetitive may face review by the person or group to whom they are accountable.

F. Appeal Process

Individuals may appeal to the CRM Board, if they feel the decisions are unjust or unsatisfactory. Requests for an appeal must be made in writing and sent by certified mail to the Chair of the CRM Board within 60 days of notification of a decision. Determinations by the CRM Board will be final.

It is our understanding that communications addressed to other than the Executive Director or Board Chairperson will be returned to the Executive Director and Board Chairperson for action.

Section Thirteen — Official Spokesperson

A. Executive Director (ACA OM-11.3)

The Executive Director, or his/her designee, in coordination with the Conference Communications Director, is the only spokesperson to the media for incidents and/or accidents relating to camp and retreat programs, staff, and sites.

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APPENDIX A— PROGRAM GOALS & OBJECTIVES (ACA PD-1)

Opportunities for teaching and learning

- Opportunities through camp activities to learn at least 2 new skills or take previous skills to a new level.
Examples: archery, boating, fishing, hiking, outdoor cooking.
- Opportunities to learn new songs, games, skits, and fun play.
- Learning leadership by leading!
Examples: participation at campfire, worship, free time, all-camp programs.

Self-esteem development

- Opportunities to discover and grow independently.
Examples: daily activities, choosing new activities, a safe place to take risks and learn resiliency.
- Opportunities to learn from camp leaders and develop life skills.
Examples: how to make new friends, how to perform a specific task, encouraging campers to try something new.

Interdependence with other persons

- Daily participation in group decision-making and problem solving.
Examples: daily living groups, small groups, challenge course, initiative games.
- Community life participation—daily rotation of group living requirements.
Examples: KP and other Opportunities to Serve, cabin cleaning.
- Making new friends.
Examples: a culture of acceptance that encourages campers to make at least 2 new friends each week, modeling friendship skills and appropriate problem-solving.

Interdependence with all creation

- Focus on *outdoor* ministry and embracing the outdoor world.
Examples: unique outdoor settings for worship experiences, sitting in the grass, going to the beach, sitting under the trees, observing the stars.
- Use of sensory awareness activities—touching, listening, seeing, smelling, tasting.
Examples: ecology games for all-camp programs, cabin group activities, self-guided nature trails, hikes to local sites of special wonder (ex. tidepools, waterfalls, caves, mountaintops).
- Care for creation as a vital for Christian discipleship.
Examples: recycling, composting, stewardship of resources, camp gardens, riparian restoration, and other service projects.

Expanding faith in God

- Practice praying—at least 3 different varieties.
Examples: aloud, in group, private quiet times, walking labyrinth, prayer partners, grace before meals.
- Supporting each other in building a Christian community.
Examples: call attention to and articulate in words, times of separation, forgiveness, reconciliation, deep listening.
- Sense of Christian life as journey.
Examples: affirm questions, encourage exploration in discussions, use your own stories, use of Biblical

stories, use of stories from other people in faith tradition, use skits to actively involve campers in interpreting the tradition.

Opportunities for service

- Weekly service projects at camp or in local community.
Examples: trail maintenance, removing invasive species, working on a local “elimination of hunger” project, collecting items to be shared with low-income families.
- Sharing money with children and youth around the world—learning about their needs.
Examples: UMCOR, Habitat for Humanity, UNICEF, Heifer Project International, Imagine No Malaria (and/or current Conf/Diocesan mission foci).

APPENDIX B—AGE-LEVEL PROGRESSION OF EVENTS (ACA PD-1 & 3)

A. Primary (ages 6-8) and Younger Elementary (ages 9-10)

- To provide a living experience of Christian caring where each person is valued and accepted as part of God's creation.
- To share the Christian story and faith with campers.
- To help each camper assimilate and express Christian knowledge in a responsible way through living with others.
- To help each camper use his/her growing knowledge of the natural world and to respond in the role of caretaker of God's creation.
- To provide and interpret an experience of Christian fellowship as a demonstration of the life of the total church and a real-life expression of the Christian faith.

B. Older Elementary (ages 11-12)

- To provide a living experience of Christian caring where each person is valued and accepted as part of God's creation.
- To share the Christian story and faith with campers.
- To deepen campers' awareness of God and God's creation and their responsibility as caretakers of that creation.
- To communicate a living interpretation of New Testament teachings.
- To create an experience of faithful living.
- To help campers learn to be a part of Christian community wherever they live.

C. Middle School (ages 12-14)

- To provide a living experience of Christian caring where each person is valued and accepted as part of God's creation.
- To develop self-understanding and self-acceptance as Christians and as part of God's creation.
- To help campers accept, on their level, an understanding of the Christian heritage: the Bible, church history, and Christian beliefs.
- To lead campers to dedicate their lives to Christ.
- To establish, model, and practice Christian values for camp life and home life.
- To perpetuate the joy of Christian living.
- To open the eyes of campers to the reality and power of worship and prayer.

D. Senior High (grades 9-12)

- To provide a living experience of Christian caring where each person is valued and accepted as part of God's creation.
- To deepen campers' understanding and share the Christian story and faith.
- To stimulate and reinforce conscious commitment and loyalty to Jesus Christ and the Church.
- To deepen knowledge and understanding of the Christian faith and heritage.
- To deepen appreciation and regard for all of life as part of God's creation, and to develop appreciation for the realm of nature as one expression of God's power and majesty.
- To widen the bounds of Christian fellowship by bringing youth of different races, nationalities,

congregations and denominations together.

- To create a sense of urgency for the mission of the church in the world.
- To provide training in leadership within the church, recognizing that youth are a part of the church today as well as tomorrow.
- To challenge youth to commitment to Christian vocation either through full-time church work, or through expression of the Christian faith in whatever work they do.

E. Adults

- To provide a living experience of Christian caring where each person is valued and accepted as part of God's creation.
- To deepen participants' understanding of and commitment to the Christian faith and Biblical story.
- To provide frameworks for theological reflection and integration of faith and life experiences.
- To challenge participants to deeper commitment to Christian leadership, stewardship, service, and mission.
- To provide opportunities for growth and development in areas of special interest (e.g. needlework, hand bells, drama).
- To develop skills in such areas as prayer, worship, and recreation.

F. Intergenerational

- To provide a living experience of Christian caring in which individuals, one-parent and two-parent families, extended families, and intergenerational families of all backgrounds and descriptions, are valued and accepted as part of God's creation.
- To deepen and stimulate the practice of living together as Christians in whatever setting of family life individuals may find themselves.
- To affirm and nurture the concept of a family of God as living in Christian community.
- To help individuals in each type of family setting to understand themselves and to recognize the contribution they make to the building of the family of God.
- To guide individuals in developing skills in such areas as worship, prayer, and recreation for enriching and building their own family lives.

APPENDIX C---SENSITIVE ISSUE POLICY (ACA HR-18)

The intimate and intense setting of resident camp can provide wonderful opportunities for sharing about a myriad of different issues. That is one of its joys. It can also be one of its challenges when uncomfortable topics arise. Sensitive issues might include smoking, drugs, tattoos, body piercing, sexuality, dating, cults, religion, ghost or horror stories, divorce, and personal lives of staff. Please follow these guidelines when sharing with campers about sensitive issues.

- Be honest.
- Be nonjudgmental
- Be age and maturity appropriate.
- Encourage positive Christian moral values.
- Encourage discussion among campers about issues and respect their boundaries to not participate.
- Share theology & social principles compatible with United Methodist teaching.
- It's OK for campers and staff to say "I'm not comfortable talking to you about that."
- Never share explicit information with campers.
- We don't keep secrets about potentially harmful situations.
- Staff are not alone. Talk with the dean and /or Director for guidance in an uncomfortable situation.

These guidelines must also be balanced with the fact that part of our faith sharing is sharing personal testimonies, good and bad. Our own stories can have a powerful effect on others.

APPENDIX D—CAMP RELATIONSHIPS (ACA HR-16)

At camp, we see campers and staff as seeds. During their time at camp, we will do our best to nourish and care for them, understanding that they already have inside of themselves what they will become. We do not see campers as clay for us to shape into what we would like, nor as blank slates on which we write our view of the world. In other words, we are all children of God through whom others can see the face of Christ, and none of us is here to control someone else's beliefs or opinions.

A. Camper/Staff Relationship Expectations:

1. Come to camp with the proper spirit - that of a servant.
2. Love your campers.
3. Be where your campers are.
4. Don't be afraid to let go and have fun - just remember you are the adult.
5. Remember that the campers are children. Sometimes they do things carelessly and not intentionally.
6. **CAMPERS are the reason we are here. Their safety and experiences are our top concern.**
7. Protect your own privacy. Use common sense in discussions.
8. You are setting an example for the campers. Please watch your language and actions in front of them.
9. Earn the campers' respect by giving them your respect. Never intentionally embarrass campers.
10. Appropriate expressions of affection include a pat on the back and a shoulder hug.
11. Inappropriate expressions of affection include a body to body embrace, a pat on the bottom, or a kiss.
12. When communicating with campers...
13. Speak in language they understand.
14. Call them by their preferred name.
15. Provide explanations for actions taken.
16. Speak at eye level and make eye contact.
17. Use active listening skills.

B. Staff/Staff Relations Expectations:

1. Keep each other in prayer and build Christ-like caring for each other.
2. Practice Christian attitudes (fruit of the spirit Galatians 5:22-23)
3. Encourage each other to take care of body and mind; eat well, sleep, exercise.
4. Be respectful of other staff. Communicate to others if you will be gone.
5. Do not allow your relationship with other staff to interfere with your position as counselor to the campers. For example, by having late-night parties, spending camp free time with other counselors instead of campers, or playing pranks on counselors instead of using your energy with the campers.
6. Post-camp communications: use of postcards is encouraged (rather than letters) when writing to campers so parents are aware of communications. Personal mail is discouraged.

APPENDIX E—DISCIPLINE OF CAMPERS (ACA HR-17)

It is important for campers to understand what is expected of them and the consequences of not meeting these expectations from the very beginning of camp. Within the first day, the dean and staff should outline these for them. Make the expectations clear, make them for the group's benefit and make as few as possible. Examples include: respect other people, the camp, & God's creation; participate in all scheduled camp programs; no boys in girls' cabins or girls in boys' cabins; no illegal items. Emphasize to the campers when presenting the consequences that the staff is NOT going to punish them. Instead, the staff is here to help them make good choices. When they choose not to meet the expectations, they have CHOSEN to live through the consequences. This is positive discipline.

Sometimes, discipline is necessary. It is important to keep in mind that we discipline out of love & concern for the camper. We are trying to work WITH the camper to have the best possible week at camp and to allow all to enjoy fully the camp experience. When we discipline campers, we are trying to have a positive influence in their lives as we help them move toward maturity in Jesus Christ.

A. Disciplining Tips:

1. Discipline should follow the offense as soon as possible. For example, a child has trouble connecting misbehaving tonight to losing swimming activity tomorrow afternoon.
2. Allow the camper to share his/her side of the story and try to understand the camper's situation.
3. Be specific about the behavior for which the camper is being disciplined. Use descriptive language.
4. Take the opportunity after the camper has been disciplined to lovingly counsel him/her.

B. Inappropriate Forms of Discipline:

1. Never use any kind of physical punishment (hitting, striking, shoving).
2. Never use ridicule, shaming or sarcasm.
3. Never use cruelty, such as standing outside in the cold without shoes.
4. Never threaten the camper, either verbally (yelling) or physically (getting in their face).

C. Appropriate Forms of Discipline:

1. **Say something** to the camper indicating that the behavior is inappropriate in this Christian community. Many times, this is all it takes.
2. Attempt to **divert** the campers into doing something else. Help them find constructive activities to keep them busy.
3. Use **personal contact**. Name the kid who is still talking after lights out, go over and talk directly to him/her.
4. Use the **one-on-one talk**. Pull the camper aside. Point out the action & the natural consequences. Offer to work with the camper in the solution. Talk to the camper assuming that they will take responsibility for changing their behavior.
5. Get the **camper on your side**. Ask a camper one-on-one who has been disruptive to help you lead the activity.
6. Have the **consequence fit the behavior**. If s/he doesn't follow the swimming rules, s/he sits out of the lake by the lifeguard for 15 minutes. If the camper is a constant disturbance during Bible study, partner him/her with a counselor. For older campers, have them help

determine the consequences of their behavior.

7. **Isolate** camper from rest of campers & camp activity, such as in a time-out.

At any time, the counselor can consult with the camp dean on these matters, and should consult after all of these strategies have been tried.

APPENDIX F—CHILD PROTECTION POLICY (ACA HR-4, 5, 10, & 12)

We realize the importance of protecting all children left in our care, and therefore adopt the following policy. The policy is a five-point strategy including procedures for:

- **Staff selection** - to prevent known offenders from having access to children in the care of our camps.
- **Education** - training volunteer and paid staff to aid in the prevention and detection of child abuse.
- **Prevention** - establish policies and procedures that create barriers to child abuse within our programs.
- **Reporting** - establish procedures in accordance with State laws for the reporting and handling of child abuse cases.
- **Removal** - swift removal of offenders.

A. Staff Selection

1. All Staff and Volunteers will be required to complete a Disclosure Form. The Camp Director-Manager will be responsible for reviewing all Disclosure Forms for Camp Staff, Camp Deans, Camp Counselors, and other staff persons (paid or volunteer) on site during program camps. Any “yes” answers on the disclosure portion of the form may disqualify the applicant from any staff position. Any failure to fully complete the Disclosure Form or any false statement made thereon will disqualify the applicant.
2. All Camp Deans are responsible to submit names and addresses of all staff under their direction to the Director in time to allow for all paper work to be completed (45 days recommended).
3. Screening Procedures – Screening, reference checks, and review procedures are detailed in the CRM Policies and Procedures Handbook

B. Education

1. All persons for whom a Disclosure Form is required will be trained in at least the following subject areas:
 - Types of Abuse
 - Causes and Indicators of Abuse
 - Reporting
 - What To Do When You Suspect or Discover Child Abuse
 - Understanding the Victim
 - Working with Abuse Victims
 - Camp Child Protection Policies and Procedures
2. The Director is responsible for ensuring all Camp Staff and Camp Deans are properly trained. Camp Deans will be responsible for ensuring their counselors are trained prior to the start of camp.

3.

C. Prevention

The following policies and procedures will be followed to minimize the opportunities for abuse on site:

1. Privacy - Adult camp staff will respect the privacy of campers when changing or showering to the extent safety allows.
2. "Two-deep" leadership – Camp activities shall be conducted within sight / supervision of two or more staff persons. The concept of "two-deep" leadership is for adults to never be alone with campers.
3. Personal Counseling - All staff members will avoid a one-on-one situation "behind closed doors". If private counseling must be done it should be done separately from the group, but in plain sight.
4. Closed Campus - Except for emergencies, campers are not to leave the camp except for approved camp activities. Parental permission is required for all off camp activities. By no means is a single counselor allowed to leave with a single camper. A parent can, however, at the discretion of the Camp Director, pick up a child and later return them to camp.
5. Security - All visitors (e.g. parents and guardians) are required to check in and out with the Camp Dean or Director-Manager. All other persons on-site (e.g. contractors and volunteers) will be monitored by a staff member unless a Disclosure Form is submitted and the Child Protection Training is received.
6. Releasing Campers - Campers who are minors will only be released to their parent or legal guardian or someone authorized by them, as indicated in writing. If camper must leave during the camp session (for medical appointment, etc.), prior notification must be given to the dean.

D. Reporting

State laws require reporting of any suspected cases of abuse not previously reported to the appropriate authorities whether they occurred at camp or prior to camp. Police should be notified of any criminal activities (e.g. rape, assault). Camp procedures require the Director and the Conference Executive Director to be notified of any suspected abuse. Cases involving a Camp Dean should be reported to the Director. Cases involving the Director should be reported to the Conference Executive Director. Having reviewed the situation, this person will determine if the action was inappropriate behavior or suspected abuse. If the action is suspected abuse, the required reports will be made following the procedures for reporting outlined herewith. If the person making the initial report believes a case of abuse is being overlooked, they should contact the appropriate state agency.

1. REPORTING SUSPECTED ABUSE BY CAMP STAFF OR VOLUNTEERS

- a. Any staff who either makes the observation of suspected abuse or who receives information from a camper describing abuse, by an adult at camp, shall contact the Director immediately. **The suspected incident should not be discussed with anyone else.**
- b. The Director will begin a report form on the incident.
- c. Following the report, the Director (and other appropriate persons) shall make the following initial contacts in the order indicated.
 - Take a statement from the child/youth involved. The Director may wish to have the person making the initial report present to ease the child/youth. The Director should **be careful to listen** to the child/youth **and to not ask any leading questions.**
 - Talk with the person accused of abuse. **Do not ask leading questions.**
- d. Discern from the information you have gathered whether abuse is suspected or whether a staff member may have acted inappropriately. If there is any doubt, treat the case as abuse. To help in the discerning process, you may want to contact the Executive Director. Document all calls on the report form.
- e. If you discern the action was inappropriate behavior, you will need to decide if the action calls for suspension, reassignment, and/or confronting the issue. Document the following contacts:
 - Conversation with the accused regarding your decision.
 - Advise the initial reporter of your decision.
 - Parent/Guardian may need to be contacted.
- f. If you decide the action was abuse, make the following contacts and document accordingly:
 - Isolate the accused.
 - Report suspected abuse to the state authorities.
 - Record and follow recommendations of the authorities.
 - Advise the person making the initial report that the authorities have been notified.
 - Report to parent/guardian per the instructions of authorities.
- g. Follow-up:

The Camp Dean should be aware that disclosure may affect other campers or staff, and appropriate counseling should be provided to deal with their feelings before leaving the camp. Follow-up with the local pastor may also be appropriate.
- h. A full report must be submitted within two weeks to the Executive Director.

2. REPORTING A CAMPER'S DISCLOSURE OF SUSPECTED ABUSE (WHICH HAPPENED AWAY FROM CAMP) BY A CARETAKER, RELATIVE, AUTHORITY PERSON, OR PEER.

- a. Any Staff and Volunteers who receives information from a camper describing abuse that may have happened away from camp shall contact the Camp Dean

immediately. **Note: The suspected incident should not be discussed with anyone else.**

- b. The Camp Dean or Director will begin a report form on the incident.
- c. Following the report, the Director shall make the following contacts in the order indicated. Following each contact, document the conversation/report on the report form.
 - i. Take a statement from the child/youth **being careful to listen and to not question for details or ask leading questions.** The Director may wish to have the person making the initial report present to ease the child/youth.
 - ii. Report disclosure of suspected abuse to the appropriate state authorities and document on the report form. As you make the report, talk through:
 - ◆ how the report and the camper will be handled
 - ◆ how and if you should contact the parent/guardian
 - ◆ how and if you should contact police.
 - ◆ Only if advised to do so by the authorities, contact the child's parent/guardian(s).
- d. Follow-up:

The Camp Dean should be aware that disclosure may affect other campers and staff, and appropriate counseling should be provided to deal with their feelings before leaving the camp. Follow-up with local church pastor may be appropriate.
- e. A full report must be submitted within two weeks to the Executive Director.

3. REPORTING A DISCLOSURE OF SUSPECTED ABUSE TO A CAMPER BY A PEER AT CAMP

- a. Any Staff and Volunteers who receives information from a camper describing abuse that may have happened at camp shall contact the Director immediately. **Note: The suspected incident should not be discussed with anyone else.**
- b. Following the report, the Director shall begin a report form on the incident.
- c. The Director will make the following contacts, documenting each conversation on the report form.
 - i. Take a statement from the child/youth **being careful to listen and to not question for details or ask leading questions.** The Director may wish to have the person making the initial report present to ease the child/youth. Be sensitive to the need to regain control of their life. Also be aware of both
 - ii. Talk to the person accused of the abuse. **Do not ask any leading questions.**
- d. Discern from the information you have gathered, whether abuse is suspected or whether a person has acted inappropriately. If there is any doubt, treat the case as

- abuse. To help in the discerning process you may want to contact as soon as possible the Executive Director. Document all calls on the report form.
- e. If you discern the action was inappropriate behavior, you will need to decide on disciplinary action. Such action could include counseling, notification of the camper's parents, or expulsion from camp. Document the following contacts:
- Conversation with the accused regarding your decision.
 - Advise the initial reporter of your decision.
 - Parent/Guardian may need to be contacted.
- f. If you suspect the action was abuse, make the following contacts and document accordingly:
- Isolate the accused, immediately.
 - Report suspected abuse to the appropriate state authorities.
 - Record and follow recommendations of the authorities.
 - Contact the parent/guardian of the offending person if approved by the authorities . Arrange for his/her transportation home, unless law enforcement has been notified.
 - Advise the person making the initial report that the authorities have been notified.
 - Report to the offended camper's parent/guardian
- g. Follow-up:
The Camp Dean should be aware that disclosure may affect other campers and staff, and appropriate counseling should be provided to deal with their feelings before leaving the camp. Follow-up with local church pastors may be appropriate.
- h. A full report must be submitted within two weeks to the Executive Director.
- i. Definitions:

Abuse by a Peer - Physical or Sexual Abuse (below) by a minor child two years of age older than the victim or having authority over the victim.

Child Abuse - an act committed by a parent, care giver or person in a position of trust which is not accidental and which harms or threatens a child's physical or mental health or a child's welfare.

Emotional Abuse - verbal assault or emotional cruelty that affects a child's self-esteem.

Inappropriate Behavior - conduct deemed to be unacceptable by the Camp Dean or Director other than abuse.

Isolate the Accused - to remove from contact with the campers.

Neglect - any negligence that harms a child's health, welfare, or safety.

Non-essential Personnel - persons on site during program camps to do repairs or other work not of an emergency nature.

Physical Abuse - When an adult injures a child other than by accident. Including, assault, shaking, slapping, burning, scalding, kicking, and strangling.

Program Camps - Any camping event sponsored by CRM, excluding periods when the camp is rented to a third party hospitality group.

Sexual Abuse - Sexual contact between an adult or other significantly older, more powerful person. Includes behavior such as inappropriate verbal stimulation, taking or showing sexually explicit photos of or to a child, or exposing a child to pornography or adult sexual activity.

Staff - persons (paid or unpaid) who work during program camps.

Camp Staff - Cooks, Kitchen assistants, Lifeguards, Health Care Providers, Maintenance staff.

Program Staff - Camp Deans and Counselors.

Camp Deans - persons responsible for directing the program camps under the direction of the Director.

Camp Counselors - persons working in the program camps under the direction of the Camp Dean

APPENDIX G— JOB DESCRIPTION FOR EXECUTIVE DIRECTOR

A. Primary focus and accountability

- The Executive Director of Camp and Retreat Ministries is an employee of the Oregon-Idaho Conference, selected and hired by the Camp and Retreat Ministry Executive Committee (CRM Board).
- The Executive Director is supervised by the CRM Board.
- The Executive Director has the responsibility for managing the total camp and retreat program and operations to be responsive to local churches, hospitality groups, participants, the CRM, and Conference priorities.

B. Specific Responsibilities

- Work with the CRM to maintain and live out a clear mission as a guide for all aspects of the ministry.
- Advise the CRM and its Executive Committee in establishing and implementing policies and procedures meeting basic standards of the field and responding to regulatory requirements.
- Supervise and provide for the training of the professional and volunteer staff of our camp and retreat ministry programs and events. Consult with the CRM Board for hiring and creating or updating job descriptions for these positions.
- Assist the CRM in developing processes and systems leading to a quality, unified ministry with a coordinated strategic plan for the future. Help develop organizational structures supporting well-run, effective camp and retreat ministries.
- Act as the Board's representative in legal and regulatory matters, official reviews, and as the CRM spokesperson in relation to the media.
- Oversee the administration of the registration and reservation services.
- Oversee the administration of the financial development office, including all solicitations, donations and acknowledgement systems.
- Participate with the Marketing Division and Directors to establish strong publicity of all camp and retreat, Christian education, and hospitality ministries and events.
- Support the Council of Advocates and Directors in creating goals for fundraising. Assist with financial analysis and projections, setting of fees and establishing an on-going planned giving program. Institute fundraising strategies and work to gain necessary approvals for raising money to fund priorities set by the CRM.
- Supervise the securing and proper training of volunteer and professional leadership for CRM events. Assist the Program Division in a process for creating new programs and responsive partnerships for hospitality ministries, and in leading on-going improvement based on thorough evaluation systems.
- Support the Property and Facilities Division in monitoring and enhancing the quality of our properties and equipment, and assist the division in the administration of the funds in their care according to the guidelines established for their use.
- Work cooperatively with the site and other Ministry Teams in their responsibility to establish

well-run, effective events, operations, services, and facilities. Support Directors and Ministry Teams in earning and maintaining ACA or IACCA accreditations, or meeting industry standards in all areas.

- Join with Directors in recruiting and training Ministry Team members.
- Serve as an ex-officio member of all committees, Divisions, and Ministry Teams of the CRM, and act as Chair pro-tem in the absence of the chair and vice-chair.
- Maintain membership in the American Camp Association (ACA), the Western Jurisdiction Camp Network, and other professional camp/retreat groups designated by the CRM. Attend continuing education events related to the field and teach/apply important concepts learned.
- Manage and maintain all required forms and records.
- Provide professional guidance to the CRM Board as it fulfills its duties between sessions of the Board.
- Engage in coordinated Conference leadership meetings through regular participation in the Ministry Leadership Team, District events, office staff meetings, and any other connections that are available in order to incorporate Conference priorities and needs in designing camping/retreat ministry program.

C. Other important skills and attributes

- Christian faith and history of local church involvement.
- Previous leadership experience in Camp and Retreat Ministry.
- Ability and willingness to travel regularly and independently to visit remote camp sites, lead workshops, etc.
- Excellent problem-solving and conflict resolution skills.
- Public speaking and teaching proficiency.
- Experience and comfort in using computers and other technology.
- Self-motivation with a high commitment to team decision-making and a collegial management style.
- Bachelor's degree or equivalent experience.
- Business/fiscal management and supervisory know-how.
- Ability to articulate and interpret theologically.
- Risk and liability management competency.
- Long-term United Methodist involvement.

APPENDIX H—JOB DESCRIPTION FOR CAMPIRETREAT DIRECTOR (ACA HR-1)

A. Qualifications

1. A bachelor's degree or appropriate professional certification.
2. At least two prior seasons of administrative or supervisory experience in an organized camp.
3. Has assessed personal needs in core areas of accepted camp management practices and has attended a professional development workshop, institute, seminar, or course, within the past three years to address that need (s).
4. Is at least 25 years old

B. Responsibilities and Accountability

1. The Director is an employee of the Camp and Retreat Ministries Team of the Oregon-Idaho Conference.
2. The Director shall work under the supervision of the Executive Director.
3. The Director shall have the responsibility of overseeing the total camp/retreat center operations, and adhere to policies set by the Camp and Retreat Ministries Team. The Director shall establish a quality environment of Christian hospitality and learning consistent with our mission statement. Directors are instructed to implement approved master plans for the site/ministry.
4. The Director shall work toward the fulfillment of the mission among staff and guests, endeavoring to create a loving, cooperative staff team focused on ministry.

C. CRM and Local Church Events Responsibilities

1. Recruit and work in partnership with volunteer deans and be a primary support person to them. Coordinate hospitality and hosting services so that they are responsive to overall program needs.
2. Promote Camp/Retreat events among United Methodist churches and groups. Partner with local U.M. congregations to create faith and leadership development experiences that connect directly with local church settings. Work toward broad local church and conference support of camp and retreat ministry.
3. Maintain American Red Cross or equivalent First Aid and CPR certification. Maintain other certifications necessary to fulfill specific health or risk management assignments.
4. Develop meaningful site-based resources and learning activities including applicable standards and training to assure quality and safety.
5. Provide staff support to the CRM and its Divisions as assigned.
6. Help design and lead volunteer training and support services for deans and their staffs. Recruit and train trustworthy and capable volunteers.

D. Hosting/Hospitality Responsibilities

1. Train all staff members in hosting/hospitality skills, in order to provide quality environments of Christian hospitality and learning for all groups we serve. Be creative in using the grounds and physical spaces themselves as ways to teach people concepts that are central to our mission.
2. Make sure all groups are welcomed and oriented to the guidelines of the site. Establish and follow sound health care and risk management plans for the site and its operations.
3. Oversee food service staff and operations, providing healthy and tasty food from the perspective of those we serve, and following state health and ACA standards.
4. Oversee maintenance staff and services so that the grounds, lodging areas, meeting facilities and equipment are clean and well maintained, and adhere to ACA standards.
5. Develop effective marketing efforts directed toward non-profit groups who may benefit from a quality environment of Christian hospitality and learning. Work cooperatively with the CRM Marketing Coordinator on joint marketing plans.
6. Design pre-arrival information, telephone interactions, office space and other public relation contact points so that a reputation of quality and responsiveness is consistent.
7. Create continual feedback and evaluation methods related to the facilities, operations and staff. Instill a positive commitment among the ministry team toward on-going improvement.
8. Emphasize win/win problem solving strategies in dealing with problems or conflict.
9. Protect and nurture the natural environment of the site.

E. Administration and Personnel Responsibilities

1. Meet or exceed the policies of the Camp and Retreat Ministries Team, governmental regulations, and American Camping Association Accreditation Standards.
2. Endeavor to ensure that persons who are hired have a genuine commitment to the CRM Mission as well as the ability to do the specific tasks needed.
3. Support the unified efforts and needs of the total CRM, in addition to the needs of your particular site.
4. Interview, hire, train, supervise and when needed, initiate the termination process for camp/retreat site personnel. Your role as a supervisor is to seek trustworthy and capable persons, and then help them to succeed in doing their ministry and tasks in a quality way.
5. Establish regular times of renewal for self, staff and volunteers.
6. Maintain all required records related to the camp or retreat center operations.
7. Administer finances of the camp/retreat center within the CRM budget guidelines with adjustments for projected income.
8. Work with maintenance staff to create a preventative maintenance plan and oversee its fulfillment. This plan shall include maintaining and annually updating site inventories.
9. Make recommendations for long-range ministry and site development. Work within the CRM processes to incorporate new plans into the CRM Master Plan before proceeding with the changes or additions.
10. Provide information based on your experience, so the Site Ministry Team, CRM and other groups can make decisions with sound input and sensitivity to how decisions will impact

other parts of the CRM system.

11. Help recruit and support volunteer work groups to assist with appropriate projects.
12. Oversee, with the help of maintenance staff, any approved construction projects.
13. Develop and work with a Site Ministry Team

F. Other Essential Abilities

1. Ability to communicate effectively with other staff and guests/participants.
2. Ability to observe camp/retreat grounds and facilities and recognize hazards or potential hazards and intervene actively to prevent accidents/incidents.
3. Ability to observe situations and apply emergency or loving behavioral management strategies.

APPENDIX I—HEALTH CARE PROVIDER

The Duties of the On-Site Health Care Provider for Camp and Retreat Ministries Team Events:

A. Children and Youth Events

1. Meet with each participant upon arrival to review the health form for any needs, concerns, and/or medications to be administered. The HCP should also confirm a current phone number to be used should an emergency arise during the week at camp.
2. Provide and/or oversee emergency medical services, first aid, and support if an injury or illness should occur. Prior to the event, the dean or site director shall designate a person to provide medical transportation in the event that treatment beyond the scope of the HCP is needed. The dean and HCP should remain on site if possible.
3. Drugs - Prescription and nonprescription
 - a. Manage and administer all drugs brought and needed by participants and volunteer staff. Drugs will be left in the custody of the HCP. Drugs should be in their original package. Prescription and non-prescription drugs which are not in their original package or container will not be dispensed. Prescriptions must be labeled with the person's name, physician's name, name of medication, dosage and expiration date. The only appropriate medication is that which is administered or supervised by the HCP.
 - b. The possession or use of any drug or medication without the knowledge of the HCP is to be considered inappropriate and subject to immediate investigation by the dean, the site director, and the HCP.
4. Meet with the dean to review any specific concerns that may warrant the attention of the staff, at any time during the event, and then be available to attend program staff meetings as needed by the dean.
5. Keep a permanent record of all services rendered in the bound Permanent Health Record Book that is maintained at each site, including the following information:
 - a. Date, time and name of person injured or ill
 - b. General description of injury or illness, and known witness of any accident
 - c. Description of any treatment or medication administered
 - d. Initials of person evaluating and/or treating
6. Supervise use of first aid supplies provided by the site, and report to the site director or manager any deficiency in those supplies.
7. Consult with the dean when a participant is unable to participate in the program for 24 hours due to illness, and see that the parents are called at that time. The HCP and the dean, in consultation with the parents and the site director or manager, shall decide whether the participant shall remain at the event.
8. Notify parents in the event of any illness or injury that would limit the person's participation in the event, require hospitalization or care by emergency personnel.

B. Adult Family Events:

1. At CRM adult and family events, prescription and non-prescription drugs shall remain with an adult, but should be listed on the health form as information that may be needed in case of treatment in an emergency. The adult shall be advised to store medications so as to prevent access by children

C. Privacy of Health Information:

1. The health records we use at camp are voluntarily given by participants and/or their parent/guardian. Persons with a direct treatment relationship with a given individual will be informed by the Health Care Provider of information on a “need to know” basis. These persons may include deans, counselors, head cook or food service manager, waterfront staff, ropes course instructor, doctor, nurse, or other first aid providers. Care will be exercised so that oral information is given to only those who need to hear particular health information, in order for them to properly care for the camper.
2. Health forms for participants shall be kept under the supervision of the HCP during the event; at the end of the event these shall be turned over to the site Director/manager who will return them to the Conference office to be archived. Off-site events will return health forms to the appropriate Director who will return them to the Conference office. Records are released only for necessary legal treatment or insurance purposes

APPENDIX J—LIFEGUARD (ACA PA-3 & 5)

A. Requirements

1. Each site having waterfront activities shall employ or have on their volunteer staff a person currently certified in Lifesaving (Red Cross or equivalent) during CRM events.
2. Swimming shall be permitted only when a certified lifeguard is present and Red Cross standards are met or exceeded for waterfront safety, including physical conditions, proper rescue and safety equipment, and proper staffing ratio of swimmers to guards or assistants.
3. Each site shall have rescue and emergency procedures established which are appropriate to their aquatic areas, and all lifeguards shall be thoroughly familiar with them.
4. The lifeguard shall have current certification in Standard First Aid and CPR from the American Red Cross, or equivalent.
5. The lifeguard's decisions on the waterfront shall be final, but may be appealed to the site Director/ manager by the dean of the event, should there be a concern or conflict.
6. The lifeguard shall be present at program staff meetings at the dean's request to the site Director/ manager, to discuss matters related to the waterfront.
7. On-site boating and other aquatic activities shall be permitted only under the supervision of the lifeguard, except in the case of children accompanied by their own parents or adults only groups when these have been briefed on boating rules and procedures.
8. Off-site aquatic activities require the presence of a lifeguard.
9. At least one leader on a raft trip will be trained in swift water rescue procedures.

B. Lifeguard shall be responsible for:

1. Briefing all participants and staff on all waterfront regulations, including but not limited to swimming and boating regulations, prior to their participation in these activities, and shall enforce these regulations.
2. Evaluating and classifying each participant as to his or her swimming ability, and making the proper assignments.

APPENDIX K—ROLE OF CAMP CHAPLAINS

(Also called the Resident Theologian or Camp Pastor)

The camp chaplain is an active participant throughout the whole camp. You are invited and expected to fully engage in the entire camp experience. The goal is to form relationships with the campers through being an active participant in all aspects of the camp. This is the best way to get a feel for and truly understand and contribute to the camp experience. Chaplains are important participants in staff meetings and a great resource person for other volunteers.

A. Training

Chaplains are encouraged to be present for all training for volunteers conducted by the Camp and Retreat Ministries Board through the Program Division and site Directors, including onsite training weekends and the 24-hours before camp. You have gifts to assist other leaders in “unpacking” the theological and Biblical underpinnings of the curriculum themes for planning each day. You should work with counselors during training to help them draw connections and practice bringing the theme or scripture into each activity in a way that maximizes the power of experiential learning in the camp setting.

B. Counseling

Chaplains often have experience in active listening, conflict resolution, and dealing with behavioral problems. Counselors and staff should feel comfortable talking to chaplains about personal or camper issues. Some situations in which a chaplain may play an important role are in individual counseling, homesick children, grief recovery, or child protection and other emergency matters.

C. Assist counselors and campers to plan and lead morning watch, campfires, and other worship experiences.

Chaplains are very helpful in assisting small groups in choosing appropriate songs, skits, stories and prayers, integrating various parts of the program, and may provide an opening or closing prayer, blessing or benediction, or a brief story or homily to help campers reflect further on the day’s experiences.

D. The Eucharist/Holy Communion

Chaplains have many opportunities to celebrate the Eucharist with campers and staff. You are free to use the liturgical style with which you are most comfortable and which fits most closely with your sacramental theology and the camp setting. Often, informal settings at camp are reported to be among the most meaningful experiences to young people, providing for them the sense of community which is so central to camp life.

E. “Choose and Do” / (Structured) Free-time / Optional Activity Times

These are great times for chaplains to interact informally with campers. Camp staff and other counselors will cover many activities – archery, hikes, swimming, boating, etc – but often a chaplain can add something new to the mix. Storytelling, music making, theater games, board games, whatever your specialty is –you can share it at camp! Share your ideas with the camp leaders as you plan for camp.

F. Fully Engage with staff & campers

For example, staff meetings, waterfront, covering counselor breaks

APPENDIX L—CAMP DEANS

Directors will provide job descriptions for event leaders/Deans specific to the site, program, and age level of the event.

APPENDIX M—CAMP COUNSELORS

A. Selection of Camp Counselors

1. The Camp and Retreat Ministry assistant shall be responsible to create and maintain a file of active, inactive, and potential camp counselors, with notation of experience, training, and evaluation. This information shall appropriately be made available to camp deans.
2. Counselors must be supportive of spiritual formation and the mission of Camp and Retreat Ministries.
3. Camp director or delegated person shall have responsibility to contact and recruit needed cabin counselors and other staff for their camps. All screening procedures shall be followed by the camp director as per the policy of Camp and Retreat Ministries. All counselors will be provided with screening application forms, including an annual background check (for persons 18 years and older) and at least two references.
4. All counselors shall be involved in an intentional leadership development program.
5. Counselors must be at least 15 years old and at least 2 years older than the oldest camper under their supervision. The ACA 80% leadership standard ACA 2012 HR 8.2 will be determined on a site by site basis.
6. The maximum number of campers per cabin counselor for each age level shall be (does not count CIT co-counselors) to meet the current ACA practices. (ACA HR-9) Directors may lower the ratios to meet programmatic requirements to meet ACA and Safe Sanctuaries/ Safe Church standards.
 - a. 5 years or younger – 1 staff for every 5 campers
 - b. 6-8 – 1 staff for every 6 campers
 - c. 9-14 – 1 staff for every 8
 - d. 15-18 – 1 staff for every 10
7. Arrangements are to be made with the site Director or Manager for payment of board and room costs for staff children and other non-staff, and for stays beyond the prescribed camp and staff days.

B. Training (ACA HR-10 & 12)

1. Counselors shall read the materials supplied by the camp director; collect needed resource materials; and prepare ideas and varied plans for interest or other groups, following the instructions of the camp director.
2. Counselors shall attend staff training sessions as directed by the camp director, including camp and retreat leadership training and the 24 hours before camp begins, with an annual total of 24 hours of training.
3. Become familiar with the trails, vegetation, terrain, swimming area and rules of the camp site.
4. Counselors shall be encouraged to take advantage of additional training opportunities offered by the sites, Program Division, interdenominational agencies, and others.

C. Duties

1. Arrive 24 hours before the opening of camp.
2. Come prepared to stay in camp for the entire camp session.
3. Become acquainted with the cabin group as they arrive, and help them get settled.

4. Discuss problems freely with the event leader, especially during staff meetings.
5. Take responsibility for the cabin group and any other campers assigned to him/her.
6. Help the group to share in and carry out camp responsibilities.
7. Receive training and be prepared to lead site specific activities as asked.
8. Be a model camper at all times; avoid taking special privileges and set the example in personal appearance, manners and attitudes.
9. Help campers evaluate their experiences during the week.f

APPENDIX N - COUNSELORS-IN-TRAINING (CITS)

A. CIT Qualifications

1. A CIT shall be at least 15 years old.
2. A CIT shall be recommended for the training by their pastor, youth leader or a camp dean.
3. A CIT shall make a commitment to serve others in the special work of the church as a camp counselor.
4. A CIT shall participate in three training sessions:
5. A CIT training event that includes a weekend retreat or a 5-day, hands-on learning experience working with elementary age children grades 3-6.
6. The On-site Training event at the specific camp where they will serve.
7. A week at camp as a co-counselor including the 24 hours prior to the arrival of the campers.
8. Sign the CIT Covenant pledging full participation and cooperation in all events.

B. Selection of CITS

1. CITS will be evaluated following the training event to determine their readiness for being assigned as a co-counselor with young campers.
2. CITS may request specific dates for their co-counseling week. CITS may choose to train at one location and serve at another. Depending on available positions, campers may be asked to serve at another site than one they were trained at.
3. Each event leader, in cooperation with other CIT event leaders, shall be responsible for the proper placement of the CITS at the various camp sites. Directors should communicate to the camp deans informing them of the CITS assigned to their camp.
4. CITS assigned to each week of camp shall not exceed that number which the camp site Director states as appropriate for proper mentoring of the CITS.
5. CITS shall submit a completed Volunteer Staff Disclosure Form.
6. Following the week of co-counseling, the mentor, dean, and site Director shall evaluate the CIT to determine their readiness to serve as a counselor.

C. Training (ACA HR-10 & 12)

1. CIT event leaders shall prepare materials that cover the following body of knowledge and allow the CITs to practice those skills:
 - a. Faith development: sharing your faith, prayer, using the Bible at camp
 - b. Camper guidance: positive discipline, ADHD and special needs children, behavior management, conflict resolution, living with diversity.
 - c. How to lead a small group discussion
 - d. Listening and paraphrasing skills
 - e. Dealing with homesickness
 - f. Age level characteristics and age level progression
 - g. Camper health and safety: risk management, counselor responsibilities, emergency procedures, camper-counselor contact
 - h. Worship and music leadership
 - i. Campfire and morning watch leadership
 - j. How to lead games, cooperative recreation, and/or group initiatives
 - k. How to build a fire and/or prepare a cookout
 - l. How to lead ecology/nature activities
2. CITs shall become familiar with the trails, vegetation, terrain, waterfront area, and rules of the camp site.

D. Duties

1. Arrive at camp 24 hours before campers arrive.
2. Come prepared to stay in camp for entire camp session.
3. Shall be assigned to a mature counselor who will serve as mentor for the week.
4. Become acquainted with the cabin group as they arrive, and help them get settled.
5. Discuss problems freely with their co-counselor and dean, especially during staff meetings.
6. CITs shall never have primary responsibility for a group of campers.
7. Help the group to share in and carry out camp responsibilities.
8. Be a model to campers at all times; avoid taking special privileges and set the example in personal appearance, manners and attitudes.
9. Help campers evaluate their experience during the week.
10. Record suggestions for next year's camp on evaluation sheets, and submit them to the dean.