

Camp and Retreat Ministries Team  
Organizational and Operational  
Policies and Procedures handbook:

# Appendix

**This manual is also available on our GoCamping.org website at:  
<http://gocamping.org/images/uploads/resources/PPAppendix.pdf>**



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## **APPENDIX A—AGE-LEVEL PROGRESSION OF EVENTS** (ACA PD-6)

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### ***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 B— JOB DESCRIPTION FOR EXECUTIVE DIRECTOR

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### I. 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 (CRMTX).
- The Executive Director is supervised by the CRMTX.
- 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 CRMT, and Conference priorities.

### II. Specific Responsibilities

- Work with the CRMT to maintain and live out a clear mission as a guide for all aspects of the ministry.
- Advise the CRMT 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 CRMTX for hiring and creating or updating job descriptions for these positions.
- Assist the CRMT 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 CRMT 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 CRMT.
- Supervise the securing and proper training of volunteer and professional leadership for CRMT 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 CRMT, 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 CRMT. 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 CRMTX 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.

### III. 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 C—JOB DESCRIPTION FOR CAMP/RETREAT DIRECTOR**

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### **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. *CRMT 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 CRMT 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 CRMT 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 CRMT Mission as well as the ability to do the specific tasks needed.
3. Support the unified efforts and needs of the total CRMT, 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 CRMT 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 CRMT processes to incorporate new plans into the CRMT Master Plan before proceeding with the changes or additions.
10. Provide information based on your experience, so the Site Ministry Team, CRMT and other groups can make decisions with sound input and sensitivity to how decisions will impact other parts of the CRMT 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 D—HEALTH CARE PROVIDER

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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
  - 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.
  - 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:
  - Date, time and name of person injured or ill
  - General description of injury or illness, and known witness of any accident
  - Description of any treatment or medication administered
  - 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:***

At CRMT 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 E—LIFEGUARD

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### **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 CRMT 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 F—CAMP DEANS

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### **A. Selection and training**

1. Nominees for the positions of deans will be contacted by the Directors or Site Ministry Team members.
2. Preparation for the position of camp dean will include:
  - Participation in dean's training and on-site opportunities set by Directors.
  - Previous experience in camp and retreat ministries, service as a counselor or co-dean in a CRMT event, experience at the site, or experience with the age-level.

### **B. Duties**

1. Assist with promotion of the event.
2. Be responsible for securing all counseling and program staff personnel for the camp, in consultation with the Director or Manager.
3. Be responsible for collecting "Volunteer and Hired Staff Disclosure Forms" for persons recruited to serve at the event.
4. Provide adequate pre-camp training and planning for the camp staff in accordance with the recommendations of the Program Division. Strongly encourage your staff to attend on-site staff training. Carefully plan the time for your staff the day before camp opens. Training should include:
  - Philosophy, purpose and standards of United Methodist Outdoor Ministries.
  - Age-level characteristics.
  - Program and resources.
  - Skill development (including skills for communication, decision-making, theologizing, outdoor awareness).
  - Discipline styles and expectations.
  - Child protection policy
5. Utilize the variety of training opportunities provided by the CRMT Program Division and Site Ministry Teams.

- Training events are offered during each year. Expenses for these events are covered by the group offering the training.
  - Deans may plan staff meetings and other occasions when counselors may be gathered for training and planning. Expenses for these events will be born by the Dean's program budget.
6. Be responsible for all camp program and activities during the camp.
  7. Confer with the Director or Manager regarding details concerning services of the site staff, and health and sanitation procedures
  8. In matters of health safety and facility use, the final authority shall be with the Camp Director. .
  9. Be responsible for supervision and leadership at all times during the camp session.
  10. Provide for registering each camper, and be available to meet parents at youth and children events.
  11. Check regularly with all members of the volunteer camp staff concerning problems they may have; see that their work is being done properly, and give encouragement where needed
  12. Cooperate with the nurse when a camper or staff person must see a physician, and assign a staff member to provide transportation
  13. Sign the medical certificate used in case of out-of-camp medical care, if the site Director or Manager is unable to do so.
  14. Provide for and/or assign leaders for special activities as may be deemed advisable.
  15. Be responsible for completing all statistical and financial forms and return these to the Camp Director or Manager before leaving camp, or no later than within a week after the event.
  16. Obtain evaluations of the camp from counselors and campers.
  17. Consider the dean's and counselors' many responsibilities as their top priority during the camp experience. Volunteer program staff should not bring unregistered children to camp.

### **C. *Term of Responsibility***

Camp deans are appointed for one event, unless otherwise advised upon appointment. If the event is repeated the following year, the dean may be considered for appointment again for a total of three years. If, in the judgment of the Program Division or Director, a particular event would benefit from a dean

serving more than three years, an invitation may be extended to serve additional years.

## APPENDIX G—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. Camp deans shall have responsibility to contact and recruit needed cabin counselors and other staff for their camps. The Director shall provide deans with a screening application form. Deans shall contact and document at least two references knowledgeable of each counselor who has not counseled in our system in the previous year. (The deans may count themselves as one personal reference.)
3. Three months previous to any camp program, the dean shall submit to the site Director the completed Volunteer Staff Disclosure Form for all staff. The Director shall have the right to refuse a dean the use of a staff member if it is judged the person is not suitable.
4. The Camp and Retreat Registrar shall accept camp registrations only to that number for which the camp site Director assures qualified staff are recruited. All volunteer camp staff should be recruited three months before the beginning of any camp program.
5. Camp counselors shall meet the following qualifications: (ACA HR-10)
  - Elementary Camps: Shall be at least 18 years old or have completed the CIT training program. Not more than 20% of activity leadership and cabin counselor staff shall be under age 18. CIT training includes completion of 10<sup>th</sup> grade, satisfactorily participating in a CIT training event, participating in an on-site training event, and serving one week as a cabin co-counselor under a mentor.
  - Junior High Camps: Shall be at least 19 years of age, with no more than 50% of any staff under age 21.
  - Senior High Camps: Shall be at least 21 years of age.
6. The maximum number of campers per cabin counselor for each age level shall be (does not count CIT co-counselors): (ACA HR-9)

- 3<sup>rd</sup>-4<sup>th</sup> grade camps = 5
- 5<sup>th</sup>-6<sup>th</sup> grade camps = 6
- 7<sup>th</sup>-8<sup>th</sup> grade camps = 6
- Sr. High camps = 7

7. For economic reasons, the minimum number of campers per staff member (all non-paying cabin and program staff, but not counting the dean or CIT co-counselors) for each age level shall be:

- 3<sup>rd</sup>-4<sup>th</sup> grade camps = 3
- 5<sup>th</sup>-6<sup>th</sup> grade camps = 4
- 7<sup>th</sup>-8<sup>th</sup> grade camps = 4
- Sr. High camps = 5
- Adult camps = 10

8. 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-7 & HR-11)

1 Counselors shall read the materials supplied by camp deans; collect needed resource materials; and prepare ideas and varied plans for interest or other groups, following the instructions of the camp dean.

2, Counselors shall attend staff training sessions as directed by the camp dean, including on-site 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 dean, especially during staff meetings. Counselors shall clear matters relating to the camp management with the dean.
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. Be a model camper at all times; avoid taking special privileges and set the example in personal appearance, manners and attitudes.
8. Help campers evaluate their experiences during the week.

## APPENDIX H - COUNSELORS-IN-TRAINING (CITS)

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### **A. CIT Qualifications**

1. A CIT shall be at least 15 years old. Exceptions may be made by permission of the event leader.
2. A CIT shall be recommended for the training by their pastor 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:
  - a) 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.
  - b) The On-site Training event at the specific camp where they will serve.
  - c) A week at camp as a co-counselor including the 24 hours prior to the arrival of the campers.
5. Sign the CIT Covenant pledging full participation and cooperation in all events.

### **B. Selection of CITs**

1. All persons interested in the CIT program must register for the camp with the Camp & Retreat Registrar.
2. Campers will receive a packet to confirm their camp registration. The packet will also contain a *Health Form*, *CIT Application*, and *Camp Preference List*.
3. Upon receipt of the packet, campers are asked to complete and return to their training site the *CIT Application*, *Health Form*, and *Camp Preference List*.
4. CITs will be evaluated following the training event to determine their readiness for being assigned as a co-counselor with young campers.
5. 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.
6. 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. Letters shall be sent to the camp deans informing them of the CITs assigned to their camp.

7. 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.
8. CITs shall submit a completed Volunteer Staff Disclosure Form.
9. Following the week of co-counseling, the mentor, dean, and site Director shall evaluate the CIT to determine their readiness to serve as a junior counselor. CITs must be 16 years old in order to be a junior counselor.

### **C. Training**

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. CITs shall clear matters relating to the camp management with the dean.
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.

## APPENDIX I -- SENSITIVE ISSUE POLICY

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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 J—CAMP RELATIONSHIPS

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...
  - Speak in language they understand.
  - Call them by their preferred name.
  - Provide explanations for actions taken.
  - Speak at eye level and make eye contact.
  - 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 K—DISCIPLINE OF CAMPERS

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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.
6. **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 L—CHILD PROTECTION POLICY

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 CRMT 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.

### **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.
- 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.
  - Report disclosure of suspected abuse to the appropriate state authorities and document on the report form. As you make the report, talk through:
    - a. how the report and the camper will be handled

- b. how and if you should contact the parent/guardian
- c. 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.
  - 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 the safety of other campers and the needs of the abused.
  - 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.

## APPENDIX M—DEFINITIONS:

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**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.

**Nonessential 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 CRMT, 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