

Camp & Retreat Ministry Team

Organizational Policies

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Camp & Retreat Ministry Team

Organizational Policies

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Section One — Our Mission (ACA PD-6)

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 CRMT Sponsored Events

1. 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.
2. Criteria for planning and approving events: "Is this likely to create a community where lives are transformed in Christ?"

Mission: Creating communities where lives are transformed in Christ.

C. Core Values

WE VALUE:

FAITH FORMATION – *We compliment 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 — Camp and Retreat Ministry Team (CRMT)

A. Membership

1. The CRMT shall consist of the officers of the CRMT (Chair, Vice Chair, Secretary, and Treasurer), the Chairs of each Division (Program Division, Council of Advocates, Property & Facilities Division, and Marketing/Research Division), a representative of each Ministry Team, and 5-8 at-large members, ensuring representation inclusive of each district and the diversity of the Annual Conference.
2. All of the above shall be voting members.
3. In addition, the Executive Director of Camp & Retreat Ministries and the Camp & Retreat Directors shall be members without vote.

B. Meetings

1. The CRMT will meet at least annually and at other times as appropriate upon a call by a majority of the Executive Committee.
2. The Chair shall be the presiding officer of the meetings of the CRMT.
3. In the absence of the Chair, the Vice-Chair shall preside.

C. Officers

1. There shall be a Chair, a Vice Chair and a Secretary of the CRMT. The Conference Treasurer shall serve as Treasurer for the CRMT.
2. Elections —
 - a) All voting members of the CRMT shall be elected annually by the Annual Conference and shall serve four-year terms.
 - b) In the event of a vacancy during that period the Conference Nominating Executive Committee may fill vacancies ad interim.
 - c) Any voting position on the CRMT shall be considered vacant upon two consecutive unexcused absences by the office holder and appropriate measures taken to fill the vacancy.

D. The At-Large Representatives

1. At-Large Representatives to CRMT:
 - a) The At-Large Representatives to the CRMT will bring the perspectives of their personal experience, local churches and Districts to the work of the CRMT.
 - b) As members of the CRMT, they will provide vision and mission for our ministries, establish and monitor policy, participate in election of members of Divisions of the CRMT, see that our resources are being effectively focused on fulfillment of our mission, provide fiscal oversight for our ministry, and may provide connection to Jurisdictional/General Church camp and retreat ministry groups.
 - c) They may also assist the Divisions in communication and conducting research within the constituencies they represent.
2. Qualities desired in At-Large Representatives include:
 - a) A demonstrated broad interest in camping and retreat ministries of the Conference by virtue of personal involvement at more than one site, or by being a local church camp coordinator, or other leader.
 - b) A familiarity with the needs and desires of the people and churches within his or her constituency concerning support for and expansion of camp and retreat ministries.
 - c) An ability to attend the Annual Meeting of the CRMT.

E. Responsibilities

1. Provide vision and mission for camp and retreat ministries in the Oregon-Idaho Conference
 - a) The CRMT shall consider both the mission of the Oregon-Idaho Conference of the United Methodist Church and the special place of camp and retreat ministries within the overall ministry of the Church. This responsibility also includes a conscious sensitivity to the cultural and environmental context in which our ministry is located. In light of this awareness the CRMT shall continually articulate a coherent vision and mission for our camp and retreat ministries. The CRMT will consistently engage in long range planning in fulfillment of this responsibility.
 - b) The CRMT shall review and approve Master Plans for each of the sites.
2. Establish and Monitor Policy for CRMT and Camp & Retreat Ministries

- a) The CRMT shall establish policies and priorities with the aim of carrying out its mission.
 - b) The CRMT shall also engage in constant monitoring and evaluation of its programs with regard to their quality, effectiveness, safety, and risk management.
 - c) The CRMT shall, through its professional staff, always maintain procedures and policies that assure our operations meet or exceed accepted industry accreditation standards.
3. Election of Members to Divisions of the CRMT
- a) The CRMT shall elect persons to all of the positions (except chair) on the Divisions of the CRMT.
 - b) Persons in the Divisions will serve 4-year terms.
 - c) Nominations may come from the Divisions, the CRMTX, or from the CRMT.
 - d) Elections for these positions will be held at the conclusion of each term, or when they are vacant for any other reason.
4. Coordinate camp and retreat ministry programs
- a) The CRMT shall receive and approve reports and coordinate the work of Ministry Teams, Divisions, committees, and professional staff. The role of the CRMT in this work will be to see that our resources are being fruitfully focused toward the fulfillment of the mission and vision that drives our camp and retreat ministries.
5. Provide fiscal oversight.
- a) The CRMT shall establish financial policy for Camp and Retreat Ministry programs subject to the policies and oversight of the Conference Council on Finance and Administration (CF&A).
 - b) The CRMT shall approve an overall budget for our Camp and Retreat Ministry and programs, and receive and approve annual financial reports covering all of our operations.
 - c) The CRMT shall establish the annual compensation of the Executive Director for implementation.
 - d) The CRMT shall receive and approve an annual audit of the financial operations of our Camp and Retreat Ministries.
6. Provide connection to Jurisdictional and General Church camp and retreat bodies
- a) The CRMT shall elect or otherwise provide for representatives to any ecumenical, Jurisdictional or General Conference bodies related to Camp and Retreat Ministries as may from time to time be appropriate.

Section Three —Executive Committee of the CRMT (CRMTX)

A. Continuity

1. The Executive Committee of the CRMTX shall provide continuity of operational oversight on behalf of the CRMT.

B. Membership

1. The Executive Committee of the CRMT shall consist of the Officers of the CRMT (Chair, Vice-Chair, Secretary and Treasurer), the Chair of each Division (Program, Finance, Facilities and Property, and Marketing/Research), and the Executive Director.

C. Meetings

1. The CRMTX shall meet on a regular basis, as it deems appropriate and needful.
2. Special meetings may be called by any three members of the Executive Committee or by the Executive Director and one other member.
3. The Chair shall be the presiding officer of meetings of the CRMTX, or the Vice-Chair shall preside in the absence of the Chair.

D. Responsibilities

1. Management of camp and retreat ministries on behalf of the CRMT
 - a) The Executive Committee shall serve primarily to ensure that the decisions, policies and directions of the CRMT are carried out throughout the year. This responsibility is carried out through consultation with the Executive Director.
 - b) The Executive Committee will review regular tracking and budget control data. Tracking will include data comparing current and previous years, comparing various programs and sites, and showing budget performance.
 - c) The Executive Committee will work with the Treasurer to provide for an annual audit of the finances of the CRMT, and provide a report of this audit to the CRMT and the CF&A.
 - d) The CRMTX does not have authority to establish or amend policy except in the event that some action is required and timely consultation with the CRMT is impossible. Should this occur the CRMTX is authorized to act in good faith on behalf of the CRMT. Actions of this type shall be subject to the review of the CRMT as soon as it can be consulted.
 - e) The CRMTX will assist in obtaining qualified, representative leadership for elected positions in camping ministries.
2. Personnel functions
 - a) The CRMTX shall act as the Personnel Committee of the CRMT. When a vacancy occurs in the position of Executive Director of Camp and Retreat

Ministries, the CRMTX is responsible for the selection of a new Executive Director.

b) The CRMTX shall recommend the compensation for the Executive Director to the Camp and Retreat Ministries Team for inclusion in the budget

Section Four — Executive Director of Camp and Retreat Ministries

1. There shall be an Executive Director of Camp and Retreat Ministries, a full time professional executive staff person.
2. The Executive Director will be hired by the CRMT Executive Committee upon approval of the full board (CRMT).
3. The compensation for the Executive Director will be set by the CRMT upon recommendation of the CRMTX and forwarded to the CRMT treasurer for implementation.
4. The Executive Director is accountable to the Camp and Retreat Ministry Team Executive Committee (CRMTX).
5. The Executive Director has supervisory authority over all staff of Camp and Retreat Ministries, and will oversee all camp and retreat ministry operations. A complete job description is in the appendix of these policies and procedures documents.

Section Five — Program Division

A. Membership

1. The Program Division shall consist of a Chair, Secretary, New Programs Coordinator and Training Coordinator.
2. There shall be three members at large recruited to broaden the representation and skills represented on the Division.
3. All members of the Program Division (except the Chair) will be elected by the Camp and Retreat Ministry Team and serve in non-concurrent 4-year terms.

B. Meetings

1. The Program Division will meet on a regular basis as deemed necessary.
2. The Chair, the Executive Director or any three members of the Division may call special meetings.
3. The Chair will preside, or the Secretary may preside in the absence of the Chair.
4. Various professional staff, including (but not limited to) the Executive Director, Directors and Camp Registrar may be regular participants in the meetings.

C. Responsibilities

1. Policy standards for Health, Safety and Quality
 - a) The Program Division will develop and propose policy relevant to health, safety and quality standards for all programs of the Camp and Retreat Ministry Team.
 - b) The Program Division will provide routine monitoring of the consistency and quality of our programs and report these to the CRMT.
2. Staff recruiting, training and tracking
 - a) The Program Division will develop and propose standards for staff recruiting, training and tracking.
 - b) In cooperation with the Exec Director and Directors, the Program Division may also provide services in these areas to the various programs and sites of our camp and retreat ministries.
3. New Program Development

The Program Division will bear primary responsibility within the CRMT to plan and propose new programs that respond to emerging needs, and that hold promise in extending the mission and goals of camp and retreat ministries.

Section Six — Council of Advocates

A. Membership

1. The Council of Advocates will consist of a Chair, Secretary, the CRMT Treasurer and other members at large recruited by the Council for particular skills in financial development, fundraising, grant writing and estate planning.
2. Members of the Council (except the Chair) will be elected to non-concurrent 4-year terms by the CRMT.

B. Meetings

1. Meetings will be held regularly as needed.
2. The Chair will preside at meetings of the Council, or the Secretary may preside in the absence of the Chair.
3. The Executive Director, Directors or other professional staff may be regular participants in the meetings of the Council as appropriate.

C. Responsibilities

1. Financial Development for all ministries and programs of the CRMT –
The Council of Advocates will actively engage in the development of financial resources supplementary to user fees. These may include Annual Fund, capital campaigns, endowment funds, grants and investments.
2. The Council will report annually to the CRMT on the status of their efforts, including what resources are available for various ministries.
3. The Council will devise and maintain a gift acceptance policy, gift acknowledgement policies and practices, and advise the CRMT and staff in building good donor relationships.

Section Seven — Facilities & Properties Division

A. Membership

1. The Facilities and Properties Division will consist of a Chair, Secretary, and five members at large selected for their knowledge of property and facilities management, and representative of the regions of the Conference.
2. Members (except the Chair) will be elected by the CRMT to non-concurrent 4-year terms.

B. Meetings

1. The Division will meet regularly as needed.
2. Special meetings may be called by the Chair or Executive Director and any other member, or by any three members of the Division.
3. The Chair will preside, or the Secretary may preside in the absence of the Chair.
4. The Executive Director, Directors, or other professional staff may be regular participants in the meetings of the Division as necessary or helpful.

C. Responsibilities

1. Policy and evaluation for property and facilities
 - a) The Facilities & Properties Division will provide for periodic inspection and evaluation of all facilities and properties used by the CRMT. (This may include sites we do not own.)
 - b) Reports of these inspection-evaluations will be provided to the sites, the Executive Director, the Directors and the CRMT.
 - c) Special attention will be given to health, safety and quality.
 - d) The Division may develop and propose policy regarding the property and facilities of the CRMT.

2. Property and facility purchase and construction services

- a) Under the direction of the CRMT, the Division may be responsible for the purchase of property or other facilities to meet emerging ministry needs.
- b) The Division will provide consultation regarding camp properties being offered for sale by the Conference Trustees.
- c) The Division may also propose priorities and goals related to property and facilities development for the CRMT.
- d) The Division will provide consultation and support to each site Director and the Executive Director in the first phases of design for all projects involving new buildings, remodeling projects that change the size or use of permanent structures, or substantial changes in vegetation management. The Division will similarly provide consultation for projects involving acquisition of facilities.

3. Allocation of CRMT resources for property and facilities

- a) The Facilities and Properties Division will allocate certain CRMT funds (such as the CARE Fund) available for Conference-wide use.
- b) The Division will maintain procedures for application and prioritization of requests.

Section Eight — Marketing and Research Division

A. Membership

1. The Marketing/Research Division will consist of a Chair, Secretary and five members at large selected for their appropriate skills or knowledge and representative of the regions of the Conference.
2. All members of the Division (except the Chair) will be elected to non-concurrent 4-year terms by the CRMT.

B. Meetings

1. The Division will meet regularly as needed.
2. Special meetings may be called by the Chair or the Executive Director and one member, or by any three members of the Division.
3. The Chair will preside at meetings of the Division, or the secretary may preside in the absence of the chair.
4. The Executive Director, Directors or other professional staff may be regular participants in the meetings as needful or helpful.

C. Responsibilities

1. Research our outreach populations
 - a) The Division will seek and interpret current data on the characteristics, needs and expectations of our outreach populations.
 - b) These populations may include (but are not necessarily limited to) current campers and their families, members of our local churches, ethnic and cultural groups within the bounds of our Conference, other denominations that may utilize our sites, and un-churched people among whom we may be called to extend our ministries.
 - c) This data and its interpretation will be made available to the CRMT, the Executive Director and Directors, the Program Division, and to other requesting groups within the church.
2. Research other camp and retreat programs
 - a) The Division will seek relevant data about what other camp and retreat programs are doing and how it is working.

3. Provide marketing consultation services to our programs and sites
 - a) The Division will offer expert consultation to our sites and programs when they seek it regarding promotional materials and placements, marketing opportunities and so on.
 - b) These services may be offered on a fee basis.
4. Provide macro-marketing for our camp and retreat ministries
 - a) The Division will plan and place generalized marketing for our camp and retreat ministries.
 - b) The goal will be increased awareness of the camp and retreat ministries of the Oregon-Idaho Annual Conference of the United Methodist Church both within the church and in the public at large.

Section Nine — Ministry Teams

A. The Team

1. Every camp and retreat program of the Oregon-Idaho Conference of the United Methodist Church shall fall under the responsibility and authority of a Ministry Team.
2. Each Ministry Team shall be headed by a Director and shall be represented on the Camp and Retreat Ministry Team.
3. It shall be the responsibility of the Executive Director of Camp and Retreat Ministries and the Camp and Retreat Ministry Team to organize the Ministry Teams to fulfill our mission.

B. Membership

1. The leaders of each Ministry Team will be the Director and the Representative to the CRMT.
2. Directors are full time professional staff persons employed by the Oregon-Idaho Conference of the United Methodist Church and supervised by the Executive Director of Camp and Retreat Ministries.
3. The Representative to the CRMT will be nominated by the Director of the Ministry Team or by a process designated by the Ministry Team.
4. Other members of the Ministry Team will be those recruited and designated by the Director and CRMT Representative for the purpose of carrying out the ministry of the particular team.
5. Each Ministry Team is free to organize appropriate to its unique ministry setting, provided that its organization is consistent with this policy, the United Methodist Book of Discipline, the Conference Rules, and applicable civil law.

C. Meetings

1. The Ministry Teams shall meet as needed.

D. Responsibilities

1. Organization for effective ministry

- a) The Ministry Teams will:
 - (1) Provide policy and structure appropriate for their particular ministry settings and effective in fulfilling their mission within the CRMT.
 - (2) Provide feedback to the CRMT regarding policies and procedures for the entire camp and retreat program.
 - (3) Provide the CRMT with their own plan of organization.
 - (4) Provide consultation with the Executive Director regarding the evaluation and supervision of their Directors.
 - (5) Provide consultation with the Executive Director regarding the skills and qualities needed in new Directors.

2. Camp and Retreat Programs

- a) The Ministry Teams will carry out all the tasks required in the preparation and presentation of camp and retreat programs under their care. These responsibilities include curriculum selection or development, recruitment and training of leadership, logistical support (food, bedding and so on appropriate for the program), and evaluation.
- b) The Ministry Teams may initiate new programs within their ministry areas, or discontinue programs that no longer serve their core mission.
- c) The Ministry Teams will provide to the CRMT regular reporting of their programs and activities.

3. Property and Equipment

- a) The Ministry Teams, in cooperation with the Director, will care for the property and equipment entrusted to their ministries.
- b) The Ministry Teams shall periodically review their site Master Plan and make recommendations for implementation or amendment.

4. Finance and Development

- a) The Ministry Teams will track budgets for their ministries.
- b) The Ministry Teams will advise Director on the expenditure of funds – including endowment fund income — dedicated to their ministries.
- c) The Ministry Teams will promote support of their ministries to friends and constituents, and within a Conference-wide development plan coordinated by the Council of Advocates.

5. Cross-Team Cooperation

- a) The Ministry Teams may choose to enter into cooperative arrangements with each other or Divisions in carrying out various parts of their responsibilities.
- b) The Ministry Teams hold the authority about which cooperative ventures they will enter into.