

# Camp & Retreat Ministry Team

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# Operational Policies & Procedures

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



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### ***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***

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-3)

### **A. Financial Procedures**

All financial procedures shall be established by the CRMT.

### **B. Budgets**

1. All budgets of the CRMT 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 CRMT and each of its Divisions and Sites shall be subject to review annually by the CRMT. The CRMT shall have the authority to make modifications, as it deems necessary.

### **C. Fees**

1. The CRMT shall seek to be self-sustaining annually, provided that the CRMT may seek campership funds from the World Service and Conference Benevolence apportionment, and other outside sources. Property and program development funding will be sought through Annual Funds, capital campaigns and application for foundation grants.
2. Camp/retreat registration fees shall be set by the Executive Director and reviewed by the CRMT Executive Committee. 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 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 Team 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 an annual audit of all CRMT funds as with all Conference 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 CRMT.
4. Any changes to the accounting system or chart of accounts as maintained by the Conference Treasurer for the Camp and Retreat Ministries Team will be made only after consultation with the Executive Director of Camp and Retreat Ministries and the Conference Treasurer.

## Section Three —Financial Procedures (ACA OM-3)

### A. Reporting

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

### B. Accounts

1. All balances in site budgets as of December 31 shall be transferred to the CRMT 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 CRMT 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 CRMT Operating Reserves.
  - c) Any remaining funds shall be divided as follows:
    - (1) 25% shall be pro-rated to the development funds of those sites contributing to the CRMT Operating Balance.
    - (2) 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 CRMT 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-8.2)

Volunteer program staff shall have meals and lodging furnished during the event, and shall be reimbursed from the site program budget for expenses approved by the Dean and 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 Conference 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 Conference Treasurer's office. No money raised is to be held outside the normal financial procedures of the CRMT.
2. The Camp and Retreat Ministry Team 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.

## Section Four — Camp & Retreat Endowment Or CARE Fund

### A. Policy

1. The Camp and Retreat Ministries Team maintains a fund designated the CARE (Camp and Retreat Endowment) Fund which is managed for the Camp and Retreat Ministries Team by the Camp and Retreat Ministries Team/ Conference Treasurer.
2. The CARE Fund consists of two categories of funds:
  - a) The principal of the CARE Fund
    - (1) The Principal of the CARE Fund shall be invested, and not expended.
    - (2) The Principal of the CARE Fund may be increased through transfers of earnings on the Camp and Retreat Ministries Team operating reserves as provided in (Financial Procedure Policy).
    - (3) The principal of the CARE Fund may be increased by grants, gifts, and bequests received by the Camp and Retreat Ministries Team.
  - b) The expendable care fund
    - (1) Expendable CARE Funds consist of the accrued income of the CARE Fund and funds transferred to the CAQRE Fund pursuant to (Financial Procedure Policy).
    - (2) Expendable CARE Funds may be expended as set forth below
    - (3) 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

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:
  - (1) Repairs to existing facilities
  - (2) 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 Team.
  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 Team 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 Executive Committee of the Camp and Retreat Ministries Team.
- Approved Applications are forwarded to the Conference Treasurer for implementation.

### **E. Amendment**

Any changes to this CARE Fund Policy shall require a 2/3-majority vote of the CRMT 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 Conference 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 and Site Ministry Team 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 Ministry Team and Director 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 Team by the Conference 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** (ACA PD-3)

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 CRMT and in support of the churches of our Conference.

### **E. Master Plan** (ACA OM-1)

1. The CRMT 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 CRMT 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:
    - (1) A statement describing the main constituency or constituencies who are the focus of the program or site;
    - (2) A statement of the goals the program seeks to accomplish with the focus constituencies.

(3) A description of the resources (such as: facilities, personnel, programs and funding) that will be brought to bear in order to accomplish these goals.

(4) 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 CRMT Master Plan.
  - a) Site Ministry Team
  - b) Facilities and Property Division
  - c) Camp and Retreat Ministries Team

## ***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 CRMT 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 of the CRMT.
2. Registration deadlines shall be set annually by the Executive Director for all CRMT 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-CRMT Events***

1. All reservations or contracts for the use of United Methodist 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 or Ministry Teams may make recommendations to the CRMT regarding the use of camp sites by non-Methodist groups, including their use for ecumenical camping.
3. Scheduling of Reservations
  - a) First priority in a schedule will be given to Camp and Retreat Ministries Team events, and events included in our partnership with the Presbytery of the Cascades.
  - b) Hospitality groups may make reservations on a first-come, first-served basis. Priority is given United Methodist groups if reservations are received at the same time.
4. A Director or Site Ministry Team 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 our agreement with the Presbytery of the Cascades.
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. Certificates of liability insurance are required of all hospitality groups, naming the Oregon-Idaho Conference and the particular site as an additional insured.

8. 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 CRMT, a Site Ministry Team, the 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

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 Camping Association standards.

## B. Health Certifications (ACA HW-2)

1. Health Certifications shall be provided as follows:
2. Site employees with responsibilities for handling food shall meet applicable state requirements.
3. Campers and volunteer staff members who are minors shall submit a completed health history and statement, as provided by the Conference, 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.
4. Every adult participant or volunteer staff in a CRMT-sponsored program event lasting more than one day, shall submit a completed adult health form, as provided by the Conference, 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-11)

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

## D. Insurance (ACA OM-9)

1. The Conference shall provide accident insurance for all volunteer staff and participants in CRMT 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 & PD-1 )

Untested water sources are not to be used for drinking water at any CRMT 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 whenever leaving the site outside of scheduled program activities.

## **H. Firearms and Pets** (ACA OM-2; OM-10)

No firearms or pets are to be brought onto the site, with the exception of those belonging to permanent staff, or being utilized as part of a program with established safety rules.

Pets of guests or camp/retreat participants are not permitted at camp or retreat centers. No companion or therapy animals are permitted. Only service dogs under ADA qualifications are allowed on site.

## **I. Drugs and Alcohol** (ACA OM-10)

The use or possession of alcoholic beverages by site users, or the use or possession of drugs, depressants, stimulants, or hallucinogens not specifically prescribed by a physician, is strictly prohibited and their use or possession are grounds for dismissal from CRMT events by the Dean or Director.

## **J. Tobacco** (ACA OM-11)

The use of tobacco products is strongly discouraged, and prohibited at children and youth events. Any smoking shall be restricted to areas designated by the Director.

## **K. Waterfront activities** (ACA PA-1; PA-14; PA-15; PA-17; PA-22)

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 CRMT events. (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. (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)

## **L. Rest period**

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

## **M. Personal items** (ACA OM-10)

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 CRMT-sponsored camps, staff vehicles must be parked in designated parking spots and should not be driven around the camp site.

## **N. 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.

## **O. Gratuities**

Employees, contractors, agents, Directors, or relatives of the same shall not accept gratuities or gifts from anyone using the camp.

## **P. Free time** (ACA HR-21)

All 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. The minimum 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 dean until time to leave, and the same rules apply for the trip home.

## **R. Social Networking**

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

## Section Eight — Directors

### ***A. Employment of Directors***

1. Each site shall have a Director as deemed necessary by the Camp and Retreat Ministries Team and meeting appropriate ACA requirements.
2. The Director of each site shall be hired, or employment terminated, by the Executive Director, in consultation with the Site Ministry Team and CRMT Executive Committee. Interim Directors shall be hired, or employment terminated, in the same manner.
3. A job description for the Director shall be subject to review bi-annually by the Executive Committee of the CRMT. (See appendix)
4. Site Directors and their families may eat with campers when food service is provided.
5. Housing for the Director shall be provided.

# Section Nine — Staff Hiring Procedures

(ACA HR-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*
  - b) Returning seasonal summer staff: *Camp re-application form*

## B. Screening Procedure

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** —

- (1) At least one check of previous work (or volunteer) history shall be completed for each staff hire.
- (2) For year-round staff, verification of previous employment directly related to position is required.

### b) **Reference Checks** (ACA HR-4C): —

- (1) At least two reference checks and verification of previous work (including volunteer) history must be completed for all new employed staff who may have unsupervised access to campers.\*
- (2) Applicants shall complete the form authorizing the camp to seek references.

### c) **Verification of degree, license, and/or certification** —

- (1) Copies of appropriate license and/or certifications are required for health care personnel, kitchen staff, trip camp personnel, and waterfront personnel.

### d) **Disclosure form and Background checks** —

- (1) **Annual Voluntary Disclosure Statement & NSOPR.gov check** (ACA HR-4A): All camp employed, contracted, or volunteer staff, who may have unsupervised access to campers\* must **annually** complete and sign a voluntary disclosure statement and be checked against the National Sex Offender Public Registry at NSOPR.gov.
- (2) **Criminal Background Checks** (ACA HR-4B): A criminal background check must be completed for all new employed, contracted, or volunteer staff over the age of 18 who may have unsupervised access to campers.\* A new background check must be completed for:

returning staff or volunteers who have had a lapse of employment or service of more than one year, and year-round staff every 5 years (consistent with Annual Conference Safe Sanctuary Policies).

e) **Driving record checks** —

(1) A volunteer disclosure form is required for all staff hires who would drive any camp vehicles and/or transport any campers, staff (except for time-off), or camp equipment.

(2) Staff hires 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** —

(1) Bus drivers who are required to have Commercial Drivers Licenses shall comply with state mandatory drug testing programs.

g) **Personal interview** — personal interviews are to be conducted with staff as follows:

(1) **Personal Interview** (ACA HR-4D): a personal (in person or by phone) interview by the camp director or a designated representative must be completed for all new employed staff who may have unsupervised access to campers.\*

\*"campers" are persons under the age of 18 (or vulnerable adults), who are participating in any of our program events (including our family camps).

## **C. Equal Employment Opportunity**

CRMT 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 — Volunteer and Employee Disclosure and Reviews

## A. *Volunteer and Hired Staff 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 "Volunteer and Hired Staff 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 "Volunteer and Hired Staff Disclosure Forms" from those they are securing to serve **prior** to their service. "Volunteer and Hired Staff Disclosure Forms" are to be filed with health forms for retention at the Conference office.
2. 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, or by May 30th at the latest, for summer staff. **NOTE: Deans must also fill out the disclosure form annually and turn it in with health forms for retention. Directors and all employed staff must complete an annual disclosure form, to be retained in their personnel file.**

**Annual Voluntary Disclosure Statement & NSOPR.gov check** (ACA HR-4A): All camp employed, contracted, or volunteer staff, who may have unsupervised access to campers\* must **annually** complete and sign a voluntary disclosure statement and be checked against the National Sex Offender Public Registry at NSOPR.gov.

**Criminal Background Checks** (ACA HR-4B): A criminal background check must be completed for all new employed, contracted, or volunteer staff over the age of 18 who may have unsupervised access to campers.\* A new background check must be completed for: returning staff or volunteers who have had a lapse of employment or service of more than one year, and year-round staff every 5 years (consistent with Annual Conference Safe Sanctuary Policies).

**Reference Checks** (ACA HR-4C): At least two reference checks and verification of previous work (including volunteer) history must be completed for all new employed staff who may have unsupervised access to campers.\*

**Personal Interview** (ACA HR-4D): a personal (in person or by phone) interview by the camp director or a designated representative must be completed for all new employed staff who may have unsupervised access to campers.\*

\*"campers" are persons under the age of 18 (or vulnerable adults), who are participating in any of our program events (including our family camps).

Notes of clarification: Guest-program specialists who provide leadership in a limited area and are never with campers in an unsupervised situation would not be subject to screening (from ACA interpretation of HR-4).

While everyone needs to fill out the Voluntary Disclosure Statement and have an NSOPR.gov check every year, if a person served last summer, they would NOT need to do the criminal background check until 5 years have lapsed, or if a year of service is skipped, whichever occurs first. Since we are all one system, a person who worked at one of our sites qualifies as if they were at any.



## Supervisor Training and Staff Observation (ACA HR-18, 19, 20)

1. Supervisors such as Director-Manager, 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 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 Dean should look for while observing the staff. The 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 Dean to verbally share with short term program staff encouragement and/or improvements needed in their job performance. The Dean should contact the Director-Manger 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-Manager or Kitchen mgr./Head Cook to observe each camp staff once during the first two weeks of 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-Manager or Head Cook should look for while observing the staff. The Director-Manager 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-Manager or Head Cook to verbally share with camp staff encouragement and/or improvements needed in their job performance. The Head Cook should contact the Director-Manger 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-8.5)

### **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 "a" through "g" of 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 (and 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 expected.

### **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) A counselor who continually undermines program objectives;
- b) 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 CRMT to join with him or her in talking directly with the individual in question to seek understanding and resolution.

NOTE: Anonymous complaints or evaluations will be considered unverifiable, and therefore have no foundation for being officially addressed.

3. 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 CRMT Executive Committee, 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 CRMT within 60 days of notification of a decision. Determinations by the CRMT Executive Committee will be final.

## Section Thirteen — Official Spokesperson

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### **A. Executive Director** (ACA OM-15)

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