

Western Plains District Outdoor Ministries Team
Co-director Guidelines and Agreement – 2016 Camping Season

The Outdoor Ministries Team (OMT) would like to work with and support Co-directors as you plan for your week of Camp. We created these guidelines to help facilitate your planning. This signed agreement clarifies and records your commitment to this important role in nurturing the children of the Church of the Brethren.

The OMT requires two Co-directors per camp session, one of each gender, to oversee the program and activities of the total camp group; to support the work/needs of counselors and other leaders; and to communicate with/report to the OMT.

I, _____ commit to serve as a Co-director for the _____ camp session at Camp _____ which will occur on the following dates: _____ through _____. As a Co-director for this Western Plains church camp, I understand that I am responsible for, but not limited to, the following:

1) **Staffing**

Staff (nurse and cooks) and Leaders (counselors, CITs, spiritual advisor, and any resource leaders) should be confirmed by **March 31, 2016**. Let the OMT know if you need any help with recruiting them.

A. Secure a Nurse

- i. Confirm with Camp Manager that your nurse meets the rules and regulations governing who can serve as Nurse for the camp in this state.
- ii. Ask your nurse to sign the Camp Nurse Agreement (available on the WP District website) and send it to the chair of the OMT.
- iii. Send your nurse a copy of your camp week's schedule.

B. Secure a Head Cook

- i. Assist the head cook in securing at least 2 assistant cooks.
- ii. Provide the head cook with any special meal requests, including vegetarian or vegan diets and cookout menus, etc. Also send the cook a copy of your camp week's schedule.
- iii. Work with your head cook to ensure that their menus and grocery list are delivered to the Camp Manager at least 30 days before your camp session.
- iv. Make sure your head cook understands state regulations for running camp food service. The Camp Manager can help with this.

C. Counselors

- i. Secure an appropriate number of male and female counselors (who are at least 18 years old) that exceeds the State or County staffing ratios, based on the previous year's camper attendance.
- ii. Contact the Camp Manager for information on required ratio for your camper age group.
- iii. Ideally, camp counselors will also serve as resource persons to lead recreation, Bible study, nature study, and crafts. Recruiting counselors with skills in these areas means the camp does not have to pay mileage and provide food for extra resource leaders.

D. Counselors-in-Training (aka: CITs)

- i. Secure counselors-in-training who are at least 16 years old AND at least 3 years older than your oldest camper. Limit to no more than four, please.
- ii. Assign your CITs to specific counselors who will be good mentors for the CITs.
- iii. Make sure you have specific tasks for your CITs to do that support the camp program.

E. Spiritual Advisor

- i. Secure a pastor (preferably a pastor from within the WPD) to serve as the spiritual advisor for the camp session. The person who fills this role could be your co-director.
- ii. You will find pastors' names and contact information on the WPD website. If one of the co-directors is a pastor, the two of you may decide whether or not to secure another pastor.

- iii. Discuss with your Spiritual Advisor how you would like him or her to encourage the spiritual growth of your campers.

2) Paperwork

Ensure that paperwork for ALL staff/leaders is completed and sent to you prior to your week of camp. Give these to the Camp Manager to keep on file. Paperwork will include, but is not limited to:

- A. Volunteer Camp Staff Application
- B. Health Statements
- C. Copy of Health Insurance Card (front and back)
- D. Copy of drivers license (front and back)

3) Curriculum

- A. OMT recommends a curriculum to each camp. OMT distributes it to Co-directors as soon as it is available.
- B. OMT requests that Co-directors utilize the resources in the curriculum.
- C. Co-directors may send receipts for curriculum supplies they purchase to the Camp Manager, along with a request for mileage cost reimbursement. A form for this is available from the Camp Manager.

4) Schedule

- A. You and your Co-director will work together to determine the schedule for your week at camp. You may use the scheduling suggestions offered in the curriculum and/or devise your own.
- B. Be sure to discuss any special activities with the Camp Manager, who can help you with supplies/equipment and info about camp facilities.
- C. Remember to include time in your schedule for daily staff meetings.

5) Staff/Leader Orientation

- A. Co-directors and their counselors shall attend the District Camp Leadership Training Day, scheduled in the spring. Exact date and location will be announced.
- B. Co-directors shall hold a staff/leader orientation prior to your camp's registration and opening; during this time all rules and regulations (State, County, and Western Plains District) will be reviewed. This orientation should begin on the Saturday before your camp starts on Sunday.
- C. Have all your staff view the video on child safety and sign the confirmation form provided by the Camp Manager.
- D. Confirm that all required paperwork from your staff has been completed and turn it in to the Camp Manager by the date your camp starts.

6) Updating the Camp Manager

Contact the camp manager at least 30 days prior to your camp to update them on:

- A. Estimated arrival time of Co-directors and staff/leaders
- B. Plan for staff training and orientation
- C. Schedule and meal plans
- D. Plans for any special projects or activities you would like to incorporate into your camp. (service project at the camp, etc.)

7) Registration and Departure

- A. The Co-directors will receive camper registrations and must work with the Camp Manager and the Nurse to process them.
- B. The Co-directors will conduct registration time at camp, welcoming campers and their parents, and answering any parental questions that may arise.
- C. The Co-directors will ensure that campers depart with their designated pick-up persons.

8) Evaluation

- A. Photocopy and provide OMT's camp evaluation form to campers and staff/leaders prior to the closing of your camp week. Remember to fill one out yourself.
- B. Collect the completed forms before campers and staff leave and give them to the Camp Manager. We recommend you read them first for your own enlightenment!
- C. It is recommended that you conduct a final staff meeting with your leaders/staff following the departure of campers for the purpose of shared evaluation and a sense of closure to the week.

9) Co-director's Report

- A. Prepare and submit a written report to the OMT Chair within 30 days of the completion of your camp session.
- B. Your report should include:
 - i. Camper and Staff/Leader names and contact information
 - ii. A copy of your camp schedule
 - iii. Your opinion of how the camp went (attach your evaluation form).
 - iv. A description of problems you and your staff experienced and how you handled them.
 - v. Suggestions for next year's camp session.
 - vi. Whether you will be available for directing camp next year.

Please sign here.

Printed Name: _____ Signature: _____

Date: _____

Since OMT is NOT holding a camp leaders' training day this spring, please consider having your own team gathering to get your counselors, resource leaders, and staff on the same "page" regarding your plans and expectations PRIOR to the weekend your camp starts. If you would like help from the OMT for any training, please let us know.

Thank you! for your service in the name of Jesus Christ to the children of Western Plains District Church of the Brethren. If you have any questions about these guidelines, please call. Send a copy of the completed form to me at one of the following addresses.

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