

2015

# Best Practices for Outdoor & Youth Ministry for Mission West



*Mission West, Christian Church  
(Disciples of Christ) in the  
Southwest*

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# MW Mission West

Christian Church (Disciples of Christ) In the Southwest

**We can do more together than we can do alone**

March 5, 2015

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Dear Camp or Conference Director,

You have been called for and accepted the responsibility for directing a camp or conference for Mission West of the Christian Church (Disciples of Christ). You may be experiencing a wide range of feelings—from shock to joy! That is entirely normal. I have felt that entire array of emotions every time I have had this privilege/responsibility in my ministry. I want to personally thank you for enduring the shock and congratulate you on being given the gift of the joy of this marvelous adventure of directorship. Your acceptance of this role is a major gift to God and to the children and youth who will be blessed by your service.

Camps and conferences are cited by ministers on an increasingly frequent rate as the occasion where they experienced their call into Christian Ministry. Although this is not the main purpose of the events, it is a very important product, for camps and conferences offer youth a unique opportunity to reach out to and be reached by God's spirit.

This director's manual was created through careful consideration from the Central, Hi Plains, and Tres Rios Area camp manuals from years gone by. This is our first year of using this as our best practices. Please help us continue to make this a living document that reflects how we minister through our camping program. We will evaluate this document on the 4th weekend of September at Ceta Canyon to improve it for the years to come.

For all the hard work, headaches and anxieties, I want you to hear my words of thanks. I will do all I can to equip and assist you in the adventure. And I will keep you before God in my prayers daily that you, too, will be reached by the overwhelming love of God through your service as a director. Welcome to the ministry of God with, to and for youth.

May the Peace of Christ be with you,



Karakay S. Kovaly

## ***Goals and Expectations***

This notebook has been prepared for your use because camping is one of the most important components of Christian Education in the Christian Church (Disciples of Christ). These statements contain the core beliefs and philosophies Mission West in regards to the camp and conference ministries.

## ***Scriptural Basis***

*"Don't let anyone put you down because you're young. Teach believers with your life: by word, by demeanor, by love, by faith, by integrity."*

**I Timothy 4:12 Message**

*"May our dependably steady and warmly personal God develop maturity in you so that you get along with each other as well as Jesus gets along with us all. Then we'll be a choir - not our voices only, but our very lives singing in harmony in a stunning anthem to the God and Father of our Master Jesus!"*

**Romans 15:5-7 Message**

*"Forget about what's happened; don't keep going over old history.*

*Be alert, be present. I'm about to do something brand new.*

*It's bursting out! Don't you see it?*

*There it is! I'm making a road through the dessert, rivers in the badlands."*

**Isaiah 43:19 Message**

## ***Vision Statement***

Mission West camp and conference ministries will be a powerful ministry tool that transforms lives by the power of the Holy Spirit in order to strengthen the witnesses of the individuals and the church as a whole so that the good news of Jesus Christ can be spread throughout the world.

## ***Mission Statement***

Mission West camp and conference ministries of the Christian Church (Disciples of Christ) in the Southwest Region is dedicated to sharing the good news of Jesus Christ, exploring the scriptures, developing and expanding people's faith and witness to the gospel, connecting people with the fellowship and ministries of the larger body of Christ, and empowering them to do justice, love others, and continually strengthen their relationship with God and the Christian community.

## ***Value Statement***

As a Christian community, blessed with diversity, we affirm the unity of all God's people, and in doing so, we covenant to respect theological differences, affirm everyone in their own, unique spiritual journeys rooted in the Christian community, promote the diversity and just treatment of everyone, and assert the role of the congregations in the continual formation of the participant's faith.

## ***Objective Statements***

In order to achieve our vision, we are committed to fulfilling our mission guided by our values. Certain components are helpful in establishing and implementing successful ministries and can be used as guides. These are as follows:

1. Participants come together as a community for an extended period of time where relationships and learning are emphasized.
2. Participants can function as a Christian community where people are affirmed, respected, and truly cared about.
3. Participants will be in relationship with the leaders who are selected based on their spiritual gifts and contributions to the ministry and trained in advance to the particular ministry in which they will be serving.
4. Healthy relationships of trust and mutual respect can develop between youth and adults. This type of relationship can strengthen the understanding of what it means to be a part of the larger body of Christ, but it is crucial that all parties understand the boundaries and the implications of misconduct.
5. Creating the atmosphere of the camp is crucial in achieving the mission of the camp. All activities and interactions contribute to this atmosphere. Basic ground rules for living in a Christian community must be respected by all. This includes maintaining the integrity of the camp community from start to finish with thought to the group as a whole and not necessarily the individual.
6. Profound experiences such as "mountain-top experiences" are possible at camp. It is important to allow the Holy Spirit to work. Be careful not to impose past experiences or situations on the campers that may hinder this. Every camp is totally unique from each other because of different participants involved, different leadership, different activities, and different atmospheres created by that particular group of people.
7. This concentrated time together can allow for some creative and profound programming because they are separated from the "outside world of distractions."
8. Opportunities may be present here that youth do not have the privilege of experiencing on a daily basis. It is important that they have the opportunities to experience them such as fishing, water sports, stewardship, "trust and group building activities," service projects, camping skills, and leadership moments.
9. The camp experience should include a time for worship, fellowship, self- growth and discovery, and Christian education from a Christian Church (Disciples of Christ) stance. (See Value Statement above.)
10. Each camper will experience fellowship through: small groups, individual mentoring, recreation, singing, worship, and play.
11. Each camper will receive education through: Bible study, personal reflection, drama and stories, discussions about faith and preparation for church leadership.
12. Each camper will experience God through: worship, prayer, contemplation, praise, sermon/message, scripture and Holy Communion (as appropriate).

## ***Directors***

### ***What is a director?***

Directors are the key people in our youth programs. They have primary responsibility for

implementation of plans and decisions made by Area Outdoor/Youth Ministries Committees and/or Mission West Outdoor & Youth Committee. Because of the Director's influence on youth and volunteer staff, the following personal characteristics are required:

1. Is a member of a Disciples congregation and is comfortable organizing a youth event and/or camp in a manner consistent with values and characteristics common to them.
2. Must already possess some interpersonal and group skills which enable the development of a staff team. This includes willingness to compromise personal preferences for the well being of the larger group.
3. Must be familiar enough with the Christian faith to take a theme and assist in developing it for the other staff members and youth.
4. Be of sufficient maturity to temporarily lay aside personal psychological agenda in order to deal with that of the participants.
5. Cooperate and work with the Area Outdoor/Youth Ministries Committees and/or Mission West Outdoor & Youth Committee in order to assure a balanced camping program.
6. Be of good physical health with a high level of physical, mental and emotional stamina. A week of camp in a summer outdoor setting is taxing requiring energy, patience, constant attending and long hours.

The style and personality of the camp will be developed by the Director through consultation and negotiations with Area Outdoor/Youth Ministries Committees and/or Mission West Outdoor & Youth Committee. The Committee usually supports decisions of the Director concerning selection of themes, activities, etc., but has the right to veto such decisions.

## ***Qualifications***

- Will have attended last year's camp of the age group in which they are directing, ideally being co-director the year before, but not required.
- Directors are selected by Area Youth or Outdoor Ministry Committees and/or Chairperson.
- They will be at least 5 years removed from High School, by TX and NM laws, one director must be at least 25 years old.
- Attend a Director's Training event in the fall/winter.
- ***It is suggested that a Director only direct one camp per summer. However, experience, available human resources and circumstances may dictate otherwise.***

## ***Director Roles & Responsibilities***

1. ***Establish the purpose, goals, and objectives of the event within the general purpose and philosophy of the Mission West Youth program.*** The purpose and objective of a particular event will indicate, to some degree at least, the qualifications and experience of those who are recruited to serve as leaders and sponsors. It will give a clear understanding to the staff as to what is hoped to be accomplished and will motivate them to make their best contribution in order that the purpose and objectives may be realized.
2. ***Set camp theme or title.*** After the purpose and objective of the event and the content and design of the program have been determined, the Director should write a brief description that would be made part of the camp schedule, brochure, or other advertising tools. The

purpose of this description would be to let participants know what to expect and what they are getting into, particularly if there is a definite theme, or content or special approach to the program. It may be that a title should be given to a camp to help describe it or indicate its specialty.

3. **Set the tone, atmosphere, and climate of the event.** The Director, by philosophy and spirit of working, can set the tone, atmosphere and climate for the rest of the staff and the participants. If the Director is responsibly relaxed, then the staff can work in a more relaxed way and this can subconsciously be conveyed to the participants. If the schedule is too tight and the staff and participants are pressured to keep a schedule, then there is bound to be strained relationships and frustration. If the Director can live easily with his/ her staff and participants, then an atmosphere and climate for learning and deep relationships are more likely to develop.
4. **Responsible for relationships with the Camp Site Management and interpreting camp policy and procedure.** Any camp site facility has procedures and policies to follow which help make the running of the camp as smooth and efficient as possible. Conflicts sometime arise between event staff and camp management. It is the responsibility of the event Director to work out arrangements mutually beneficial to all. Members of the event staff should be informed that any communication concerning the use of materials and equipment, changes in schedule, etc. should be conveyed through the event Director to the camp management rather than by individual event staff to the camp management. In this way, confusion can be avoided and the Camp Manager will not be confused by conflicting program plans. The Director should confer with the Camp Manager in advance of the camp itself as to the general plans, programs, meals, schedule etc. The condition of the camp site should be checked with the site manager before camp begins in order to assess at the end of the week any unnecessary damage or vandalism. In addition, the Director should confer regularly with the Camp Manager on progress and give sufficient advance notice for changes that may affect the use of facilities, equipment, meals, schedules, etc. The reverse is also true in cases where the Camp Manager may be concerned with the conduct of campers, the attitude of sponsors, or lack of cooperation with camp rules and procedures. The Camp Manager should communicate these concerns directly to the event Director and not to campers or sponsors that may be involved.
5. **Responsible for staff morale, communication, and freedom.** The Director is responsible for the morale and relationship of the event staff. This can best be done by emphasizing the unity of the staff in relation to the purpose and objectives to be achieved and as the staff support each other to achieve the purpose and objectives. This can best be done by regular meetings of the staff at which time progress is shared, on-going decisions made and on-going evaluation made. An atmosphere of open communication among the event staff members is a necessity as well as a sense of freedom among the staff to make suggestions, to counsel with each other, and at appropriate points, to constructively disagree and at the same time be supportive.
6. **Make decisions during the event.** Crisis, emergencies, and changes arise during the course of an event. There may be a variety of suggestions as to solutions, but ultimately, the Director needs to make the necessary decisions, hopefully - depending on the counsel and suggestions of others involved.
7. **Observe and evaluate.** In so far as possible, the Director should remain in the background, giving unnoticed guidance and directions whenever possible or as may be needful. During the event, the Director's dominant role is to quietly observe what's going on, to listen, and to evaluate. If at all possible, the Director should not be burdened with specific tasks during the camp. In this way, the Director can have a better feel of what is happening and give better on-going guidance and leadership to the staff. It is, in this way, that the purpose and



objectives can best be achieved. The Director should also evaluate and monitor the staff to ensure:

- a. Safety and well being of the campers.
  - b. The staff is following Mission West Youth Ministry and Camp policies and procedures.
  - c. That staff are well rested.
  - d. That staff are using appropriate and consistent judgment in dealing with discipline and interaction with campers.
8. **Complete administrative details.** As the camp concludes, the Director should check with the Camp Manager concerning details and procedures for cleaning and leaving the facility ready for the next group. A camp clean-up should be part of the total camps last day activities. Materials and equipment that is not a regular part of the camp inventory should either be destroyed or removed to prevent the accumulation of program debris from camp to camp. A check should be made on damage or vandalism to the property and charged against those responsible. All materials and equipment belonging to the camp should be returned to rightful places. A check should be made with the manager concerning any financial accounting and filling out of necessary forms and reports such as those relating to accidents and health situation.
9. **Make reports and evaluations to the Mission West Outdoor and Youth Ministries Committee and fill out facility evaluation (if available).** The Director should have an evaluation from the participants and staff at the conclusion of the event. It may be wise to have a combination of both the written evaluations and informal discussions. A digest of these evaluations should be made a part of the Director's report to Mission West Outdoor and Youth Ministries Committee. The Committee will then generate a report to the Area(s) and Mission West.

## ***Director's Responsibilities (Quick View)***

### ***Before Camp***

- ☐ Recruit staff members, including co-director to serve as Director following year.
- ☐ Provide at least two staff training events. One before the end of the school year one the day before camp begins
- ☐ Develop the camp theme, format, and publicity.
- ☐ Acquire & organize equipment and supplies (Check with area churches & campgrounds to see what is already on hand).
- ☐ Complete Director 's Time Table Checklist Form
- ☐ Communicate & Coordinate with Area and Mission West Office and Staff.

### ***During Camp***

- ☐ Interpret and enforce all rules and policies of the camp, and Area & Mission West Outdoor & Youth Committee, to campers and sponsors.
- ☐ Maintain order & take responsibility for any needed discipline of campers and/or staff.
- ☐ Provide spiritual nourishment for staff, & build positive relations with & among them.
- ☐ Offer sponsors & yourself "time off" in rotation. **Reminder: Campers should have adult supervision at all times.**
- ☐ Relate to campers.
- ☐ Designate someone to take care of "town runs."
- ☐ Encourage respect for all persons



- use appropriate humor that does not demean others
- use inclusive language to overcome gender biases.
- abstain from put-down of campers by staff or other camper
- ☐ Provide a means for evaluations of the event by campers and staff.

### ***After Camp***

- ☐ ***Within two weeks following the camp the following items must be turned into the MW office:***
  - Return camp forms with a final roster
  - Turn in payments received at camp,
  - Turn in evaluations of camp, sponsors, campground
  - Complete Budget on the actual column (in comparison with the budget you created in December) with accounting of receipts and left over cash advance, and other items borrowed from the MW Office.
- ☐ Attend Camp Evaluation meeting.
  - Bring your co-director (or person who will be directing the camp next year) to this meeting.
  - Pass along previous year's roster, budget, and helpful notes to the next director.
  - Return all unused materials to next camp director in an organized manner.

## ***Time Table Checklist Form***

### ***August - September***

- ☐ You have been recruited for Director of Camp, Congratulations!
- ☐ Recruit your co director & team
- ☐ Attend Mission West meeting for last year's evaluations, budget & attendance roster. Typically set to be the 4th weekend in September
- ☐ Order Curriculum or Plan Theme (CYF Conference's are usually planned with AO's and AYT's in July at CYLS) This is done in conjunction with the Associate Minister of Mission West.
- ☐ Confirm camp date with Campground
- ☐ Obtain copy of contract for campground to know costs and deadlines (keep a copy for yourself and send one to MW office)
- ☐ Communicate with the Area Office about cash advances. Allow two weeks' notice before you need it.

### ***October-December***

- ☐ Recruit Keynoter
- ☐ Plan Travel
- ☐ Communicate Theme & Expectations
- ☐ Recruit Sponsors and Backups- turn names into MW office. Sponsors are only *TENTATIVE* until they have been approved by the Area Office who will do a Criminal Background Check (every year), check the Counselor's References (every year), and make sure they have completed the child abuse awareness training (every two years).
- ☐ Plan vision, mission, and goals of camp
- ☐ Choose program team (Music, Small Group Leader, Games)
- ☐ Create Budget and turn into mission west office

### ***January-February***

- ☐ Turn in Publicity to MW Office with Beginning and Ending Dates and Time, Costs, Theme, Contact information for Director.
- ☐ Attend Director's Training event
- ☐ Continue to recruit sponsors and backups

### ***March***

- ☐ Plan schedule (daily outline, labs, activities, special events) coordinate with campground and keynoter.
  - States (NM & TX) mandate at least 8 hours of sleep per person (lights out to wake-up).
  - States (NM & TX) require minimum one (1) hour of nap time (A.K.A horizontal time, FOG, FOB, etc.).
- ☐ Plan staff training session(s). Provide at least two staff training events. One prior to camp and One the day before the camp begins or at designated time
- ☐ Set staff (with alternatives)

### ***April***

- ☐ Have camp staff training session with Program Team/Sponsors
- ☐ Pair small group teams
- ☐ Finalize schedule
- ☐ Prepare small Group materials for sponsors (games, icebreakers, activities, questions/activities from the keynoter)

### ***May 1st***

- ☐ All information for the Camp letter is due to the MW Office by May 1st
- ☐ All completed sponsor forms due to the MW Office-This is VERY important so background checks can be completed before the camp begins and to make sure they are enrolled in the child abuse awareness training.
- ☐ A staff roster with contact info is needed - name, address, phone numbers, e-mail, church affiliation/sponsoring church, age, gender. Copies should be supplied to the MW Office.

### ***Four weeks prior to camp:***

- ☐ Make arrangements with MW office rosters.
- ☐ Send Ceta Canyon, Black River or LBCR and nurse copy of schedule, special needs, dietary needs, questions, etc.
- ☐ If necessary/desired, send information to campers & churches re: expectations, arrival/departure times, etc.
- ☐ Confirm all adults/sponsors attending camp have completed background checks and child abuse awareness training with MW Office & Staff.

### ***Ten days prior to camp:***

- ☐ Plan pre-camp staff meeting
- ☐ Make sure everyone knows their responsibilities for the week
- ☐ Gather Supplies & equipment
- ☐ Assign staff responsibilities
- ☐ Check in with Mission West Office and campground to make sure everything is lined up.

### ***Within 2 weeks following camp***

- ☐ The following items must be turned into the MW office:
  - Camp forms

- Final roster
- Payments received at camp
- Evaluations of camp, sponsors, & campground
- Complete Budget on the actual column (in comparison with the budget you created in December) with accounting of receipts and left over cash advance, and other items borrowed from the MW Office.

## ***Budget***

Budgets will be constructed by the Director and are due by December 15th. The director must coordinate with the camp ground and receive a copy of their contract no later than November 1st.

If you need a budget spreadsheet, please let Karakay know.

Items that should be included in your budget are:

**Camp Costs:** Dorms, meals, snacks, meeting rooms/buildings, equipment like mic's, sound systems, projectors, additional activities like pool time, high or low ropes courses, fishing, jumping pillow, nurse, clean up fee's etc. This list may not be exhaustive, be sure to check with the campground

**Programming Costs:** Curriculum, Small group materials, large group materials, worship, gate gifts, special nights like senior nights and banquets, group pictures, name tags, decorations, labs, copies.

**Keynoter:** Speaking fees/Honorarium, travel in the form of flight or mileage, meals, dorm costs

Example of Previous Event Budgets:

### **Proposed Budget at 60**

#### **CYF Summer Conference June 8-14, 2014**

<b>LBCR Cost</b>	<b>Budget</b>	<b>Per Day/Person (60)</b>	<b>Notes</b>
Dorms	\$ 8,640.00	\$ 24.00	6 Nights
Meals	\$ 7,140.00	\$ 7.00	17 Meals
Assembly Hall	\$ 175.00		
Lake Side	\$ 125.00		
Galilee	\$ 125.00		
Dinning Hall	\$ 150.00		
Low Ropes	\$ 300.00	\$ 5.00	

High Ropes	\$ 400.00	\$ 10.00	Based on 40 campers doing HR
Nurse	\$ 500.00		
<i>Total</i>	\$ 17,555.00		
<i>Total Per Person</i>	\$ 292.58		
<b>Programming Cost</b>	<b>Budget</b>	<b>Per Person (60)</b>	<b>Notes</b>
Small Group	\$ 100.00		6 Small Groups- snacks & Supplies
Large Groups	\$ 100.00		5 Large Group Games
Worship	\$ 100.00		6 Worship
Gate Gifts	\$ 150.00	\$ 2.50	
Senior Night	\$ 75.00		Junk Food
Senior Banquet	\$ 150.00		
Group Picture	\$ 300.00	\$ 5.00	Printing at Wal-Mart
Name Tags	\$ 50.00		
Decorations	\$ 250.00		
Labs	\$ 100.00		
Copies	\$ 50.00		i.e. worship outlines, bulletins, newsletters
Night Snacks	\$ 150.00		
<i>Total</i>	\$ 1,575.00		
<i>Total Per Person</i>	\$ 26.25		
<b>Programming Team</b>	<b>Budget</b>		<b>Notes</b>
Saturday Night Dorms	\$ 726.00	\$ 22.00	21 YMC & 12 Adults
Food	\$ 264.00	\$ 4.00	YMC will provide food
<i>Total</i>	\$ 990.00		
<i>Total Per Person</i>	\$ 16.50		
<b>Keynoter</b>	<b>Budget</b>		<b>Notes</b>
Keynoter	\$ 1,000.00		
Flight	\$ 500.00		
VIPs Suite	\$ 175.00		

Meals	\$ 147.00		
<i>Total</i>	\$ 1,822.00		
<i>Total Per Person</i>	\$ 30.37		
<b>Total For CYF Conference 2014</b>			
<b>Total Cost</b>	<b>\$ 21,942.00</b>		
Total Per Person	\$ 365.70	Based on 60 people	

## ***Sponsors***

(Mission West is no longer using the term counselor as it pertains to our volunteers. The word counselor gives the appearance specific training for counseling beyond the scope of volunteering for summer camp. While many of our volunteers have taken advanced training in counseling, not all of our adult and steward volunteers have undertaken this advanced training. Training to be a sponsor will take place on the 4th weekend in January each year and will also be repeated by directors as needed prior to camp.)

## ***Staff/Camper Ratios***

It is important to have adequate numbers of staff to supervise campers, and camp activities. The camp's budget of course will determine the number of staff that will be able to attend. However, it is important to have two adults for small group experiences. Having too large of a small group will diminish the group experience. An ideal number for effective small group ministry is between 10 to 12 total participants, including adult leaders. Staff/Camper Ratios also include all other adults on the camp staff including, Directors and resource people (keynoter, worship leader, etc.)

New Beginnings:	1 adult to every 5-6 campers
Junior Camp:	1 adult to every 5-6 campers
Chi Rho Camp:	1 adult to every 6-7 campers
Eighter's Camp:	1 adult to every 6-7 campers (when and if we host again, otherwise this is determined by the campground/Area that is hosting the event.)
CYF Conference:	1 adult to every 6-7 campers.

## ***Sponsor and Steward Qualifications***

- Be active members or affiliated with the Christian Church (Disciples of Christ)
- Receive a clean report from a Criminal Background Check and references.
- Have all required paperwork on file
- Attend one pre-camp training event and the training event the day before camp.

***It is recommended that a sponsor attend no more than two camps per summer with a limit of three camps in a summer.***

## ***Age Requirements:***

New/Grand Beginnings Camp:	Stewards will have completed the 10th grade Sponsors will be at least one year out of high school
Junior Camp:	Stewards will have completed the 10th grade Sponsors will be at least one year out of high school
Chi-Rho Camp:	Stewards will have completed 11th grade Sponsors will be at least one year out of high school
CYF Conference:	No Stewards are allowed Sponsors will be at least four years out of high school.

**Sponsors must be at least eighteen years of age.**

These guidelines are minimum standards. It is desirable for the average to be considerably older with 50-75% of the total program staff at least 25 years of age; at least 30-50% of the total staff clergy and/or seminary students; at least 30- 50% of total staff lay persons.

## ***Sponsor job description and responsibilities***

### ***Description:***

Because Sponsors are the primary contact people with youth and children in the camping program, it is extremely vital to the success of the Camp that they:

- Help facilitate Christian education and care with campers.
- Encourage and enable youth and children to participate fully in all that the Camp program has to offer.
- Communicate by words, actions and attitude the camp philosophy to the campers.
- Play a key role in supervising the safety of the camper and the spiritual nurture of the campers entrusted to them for the duration of the event.

### ***Accountability:***

Because Sponsors are directly responsible to the Director(s), it is important to give full cooperation and respect to the camp staff, instructors and leadership of the Area & Mission West.

### ***Personal Characteristics Required:***

- Be a member or an affiliate of a Disciples Congregation.
- Must possess interpersonal and group skills, which will enhance the development of a caring, open and inclusive small group time.
- Because Small Group time is a vital aspect to the success of the camp experience; sponsors must work hard to ensure that the small group experience:
  - Broadens the camper's interest.
  - Helps campers meet and interact with other campers.
- Sponsors must also make time each day to:
  - Help to fulfill programming expectations as directed by the Director(s), Facility Staff, and the Area & Mission West Outdoor Ministries Committee.
  - Be sensitive and in tune with the camper's physical, emotional, social and spiritual needs.

- Process themes and study material as directed by the Director(s) and, when appropriate, work together with student leaders to plan the discussion in the Small Group so that this time is focused, pastoral, and effective.

### ***Other Requirements:***

- Attend all Area camp training events and camp staff meetings.
- Complete necessary evaluations and follow-ups to the event.
- Be subject to a criminal background check.
- Must have on file before the deadline current required registration materials.
- Teamwork is essential. Therefore, sponsors must:
  - Compromise personal preferences for the well-being of the larger group.
  - Help out (mentally or physically) in any area as needed.
  - Adapt to situations and circumstances that arise at camp.
  - Fulfill all duties as assigned by event Director(s).
  - Provide leadership, supervision, and correction during free time activities.
  - Foster a sense of community life.
- Abide by the same community expectations as the campers by:
  - Abiding by community covenants and rules.
  - Following the guidelines, expectations, and goals of the event Director(s); the camp staff and the camping philosophy of Mission West.
  - Be of good physical health with a high level of physical, mental and emotional stamina.
  - Be aware of any physical illness or injury of camper and report all concerns to the camp Director(s) and camp nurse.

### ***Maturity:***

- Lay aside personal psychological agenda in order to deal with that of the campers.
- Stay in the role of a responsible adult friend and guide to campers. Sponsors can certainly be fun and playful, but Sponsors must always remember that they are first and foremost adult leaders at camp.
- Be familiar with the camper's health form and note any specific issues to be aware of regarding the camper's health and well-being.
- Sponsors should follow Area & Mission West guidelines for age requirements.
- Stewards should follow Area & Mission West guidelines for age requirements.
- Selection of all Sponsors and Stewards will ultimately be at the discretion of the Director(s), the Area & Mission West Outdoor & Youth Ministry Committees, and the Associate Area Minister.

### ***Guidelines for Discipline of Children:***

- Sponsors may, under no circumstances, strike, hit, push or shake a camper.
- Sponsors may not use abusive, derogatory or negative language with campers.
- Sponsors need to ask for help. If you encounter a particularly difficult camper, seek the assistance of supervisory or administrative staff.
- In all dealings with campers, sponsors should strive to preempt as opposed to react to campers.



### ***Guidelines for Physical Contact:***

- Sponsors may only place their hands (in a non-violent manner) on the hand, shoulder or back. No physical contact is to be made on a child's body that is normally covered by a bathing suit, unless for a clear medical necessity, and only then with the supervision by another adult.
- Never touch a child against their will (unless in the case of clear and present danger to the child).
- Only in the company of other adults.
- Never when it would have the effect of over-stimulation of the child.
- Verbal or non-verbal sexual behavior of any kind with a youth is not permitted.
- Youth sponsors and/or staff shall not abuse children or youth including, but not limited to:
  - Physical Abuse: strike, spank, shake, slap
  - Verbal/Mental/ Emotional Abuse: humiliate, degrade, threaten
  - Sexual Abuse: including inappropriate touch and exposure.
  - Spiritual Abuse: includes degrading someone's faith or understanding of faith.

### ***Sponsor Responsibility:***

- Provide care for the children and youth in their care.
- Do not take advantage of the clear power difference between counselor and campers (i.e. money, mobility, authority, experience, knowledge, different set of rules).
- When having a one-on-one conversation with a camper, sponsors must always be in an open and public place where they can easily be observed (not alone in a room or any other remote or private location).
- Any sexual contact (physical, mental or emotional) with a camper is prohibited.
- Dating, "going out" or any encouragement of a romantic or sexual nature with a camper, between campers, or between sponsors is inappropriate and not permitted.
- Youth sponsors and/or staff must treat children and youth of all races, religions, and cultures with respect and consideration.
- Youth sponsors and/or staff must use positive techniques of guidance, including positive reinforcement and encouragement rather than competition, comparison or criticism.
- Youth sponsors and/or staff will be expected to act and react with Christian love and understanding in all situations. Youth sponsors and/or staff will be expected to safeguard and hold confidential any information gained through administrative duties involving supervision of youth or volunteers and/or any other information identified by the Area as being confidential.

### ***Other Instructions:***

- Sponsors should watch for signs of stress, in themselves and others, as a way of maintaining a safe environment at camp.
- Sponsors should make the Director(s) aware of other staff who seem at risk for hurting or abusing campers.
- Sponsors should alert supervisors to the need of more careful supervision, intervention or support where needed.
- Sponsors should seek help if they feel at risk of hurting, over stimulating or abusing a camper.

## ***Sponsor/Staff Dorm Responsibilities***

- Go through dorms to ensure all campers are out and participating in the scheduled activities.
- Assist the Director(s) with keeping the campers on schedule.
- Make regular checks on the cleanliness of the dorms/cabins during the week/ weekend and oversee clean up during check-out.
- Make sure the dorms have adult supervision during free times.
- Make sure there are adults in every room with the campers and that no campers stay in rooms without an adult. There should be a minimum of 5 persons to a dorm room.
- Monitor for contraband and confiscate and/or inform the Director(s).
- Enforce the lights out time for the dorm.
- Ensure the noise level in the cabin is respectful of others.
- Explain and enforce the rules with the campers and other adults in the dorm at the beginning of each event or as needed.
- Relay behavioral incidents to the Director(s).
- Assist the camp staff by monitoring for and reporting damage and graffiti to the camp facility 's staff.
- Assist in enforcing the dress code as campers get ready in the morning.

## ***Stewards***

### ***Steward Qualifications:***

- Must demonstrate Christian faith in attitude and behavior.
- Must have completed grades 10-12 (or equivalent age).
- Must be a member or an affiliate of a Disciples congregation.
- Must demonstrate leadership ability, and skills in working with children.
- Must be willing to be a servant and minister during the week.
- Must demonstrate discipline and responsibility in accomplishing assigned tasks prior and during camp.

### ***Steward Responsibilities:***

- Assist Camp Director(s)s and staff in programming activities. Stewards will plan prior to camp and implement the following activities at Camp with direction from Camp Director (s).
  - Free time activities such as Basketball, kick ball, fishing, boating, group games, indoor quiet games (board games, card games etc.).
  - Afternoon large group games lab.
  - Evening activities - Camp Olympics, Swim Night, Skit Night, etc.
  - Model a Christian lifestyle, aware that what you say and do may lift up or tear down the self-esteem of those around you. "And so encourage one another and help one another." I Thessalonians 5:11.
  - Follow the policies of the Area, Mission West, and the camp facility as interpreted by the camp Director(s).
  - Work closely with Director(s)s to carry out any extra duties.

- Follow the same rules as the youth as set forth by the Director(s).
- Covenant with the entire staff to work as a team and to enable the growth of the total camp community.
- Attend at least one pre-camp training event and arrive at camp the afternoon prior to the day of the campers' arrival.
- Love, affirm and develop relationships with campers.
- Seek to acquire the appropriate balance between serious study and fun activities.
- Use appropriate humor, gestures and language.
- Assist Camp Staff with the following activities:
  - Worship.
  - Learning Labs.
  - Cabin Clean-up during staff meetings.
  - Group singing and activities.
  - Assist Small Group Leaders as needed.
  - Crowd Control.

### ***Application Process***

- Camp Stewards will be chosen by the camp Director(s) based upon the completion of a staff application.
- Applicants will be chosen based upon the following criteria, not necessarily in this order.
  - Recommendations by two references.
  - Your leadership and experience in church and Area events.
  - Your responses to the questionnaire.
  - Your experience working with children.

### ***Steward Age Requirements***

Grand/New Beginnings Camp: Stewards must be at least sixteen years old

Junior Camp: Stewards must be at least sixteen years old

Chi-Rho Camp: Stewards must be at least sixteen years old

### ***Campers***

#### ***Age Requirement Policies***

Age requirements are set for camps to address the developmental, spiritual, and psychological needs for the age levels and provide more specific and directed programming.

New/Grand Beginnings	Children who are 4 years old to 2nd grade
JYF Camp	Children who have completed 3rd-5th Grade
Chi-Rho Camp	Youth who have completed 6th -7th Grade
Eightier's Created To Be Me	Youth who have completed 8th Grade
CYF Camp	Youth who have completed 9th -12th Grade
Young Adult Events	One Year out of High School to 30 years old

If exceptions to age and grade breakdowns are desired, they must be negotiated individually with the director and approved by the Mission West Associate Minister, (the exception being Eightier's Created To Be Me).

\*\* If the home church and parent(s) feel there is a reasonable exception for a camper NOT to attend the grade/age-appropriate camp (i.e.--developmental delay or other handicapping condition), a letter from a minister in the home church should be submitted along with the camp application form stating how this camper's needs create an exception. The director will review each case individually for approval or denial of the request. If the request is denied, an explanation will be provided in writing to both the parent(s) and the minister.

## ***Developmental Stages of Youth***

### ***Ages 7-8 New/Grand Beginnings***

- Physical Development
  - Physically active
  - Need to explore their environment
  - Developing anatomy
- Self-Image
  - Becoming self-aware
- Relationship with Others
  - Egocentric regarding others' perspectives
  - Powerfully influenced by examples, moods, actions, and stories
  - Stepping out of family
  - Establishing best friend
  - Working and playing with others instead of beside
  - Establishing relationship with an adult outside of family
- Interest in Learning
  - Imaginative process is unrestrained & uninhibited by logical thought
  - Moving toward concrete operational thinking
  - Growing concern to learn distinction between what is real and what only seems to be
  - Concrete thinking
- Faith Development
  - Child is powerfully influenced by actions & stories of a visible faith
  - Imagination allows child to enter into stories of our faith
  - First awareness of death and sex, and their strong cultural taboos
- The Adult Role in Relationship to This Age Group is to Provide:
  - Experiences which enhance the child's self-worth
  - Examples, moods, actions, and stories of his/her active faith (adult's actions speak louder than his/her words)
  - Opportunities to gather images and feelings about self & faith through stories that allow the child's imagination to engage
- No sense of time
- Needs reassurance
- Follows simple instructions (one or two at a time)
- No identification with opposite sex

## ***Ages 9-12 Junior Camp Level***

- Physical Development
  - physically active
  - differ in physical maturity
  - girls likely to mature earlier than boys
  - uncertain of boy/girl relationships
  - interested in improving personal appearance
- Self-Image
  - becoming more independent
  - personalities of their own
  - periods of moodiness
  - concerned w/ peer group's standards
  - fairly responsible & dependable
  - want hard tasks to perform; want to be useful
  - frustrated when they do not measure up to their own [or others] expectations
- Relationship with others:
  - increased concern about right & wrong
  - feel strongly about unfairness, injustice, etc
  - developing more responsibility for forming and keeping friendships
  - consider peer group belonging as a high priority
- Interest in learning
  - longer attention span; can concentrate longer
  - interested in current events
  - increased ability to make decisions & to take initiative
  - learning to think abstractly
  - beginning to challenge adult thinking
  - increased skills in reading & expressing ideas in writing
- The Adult Role in Relationship to This Age Group is to Provide:
  - experiences which enhance the child's feelings of self-worth
  - opportunities for contact with adults whose lives are examples of Christian living
  - avenues to serve persons outside the community of faith
  - an atmosphere of trust, understanding & acceptance
  - experiences of worship and fellowship in the community of faith

## ***Age 12-13 Chi Rho Level***

- Is Able to:
  - accept & respect oneself
  - develop social skills in relations to peers
  - reach out for personal independence
  - express ideas, feelings about God
  - see the expression of love of others as love for God
- Needs Opportunities to:
  - reflect on the purpose & uniqueness of life
  - find a life role
  - grow in self discipline

- appreciate the worth of others
- achieve a sense of belonging
- establish trusting relationships
- grow in relationship to God
- express honest doubts about God
- clarify & articulate personal beliefs
- Through Experiences can:
  - see Christ's life as the basis of faith
  - commit oneself to Christ to express faith
  - learn that God is at work in the lives of people
  - understand that God is revealed in Jesus Christ
  - restore relationships with God through God's love & forgiveness
- The Adult Role In Relationship to Younger Adolescents is to:
  - give support and guidance
  - guide understanding to accept self motivate Christian growth by example
  - discuss questions about God & faith patiently, honestly, searchingly & intelligently
  - channel desires for independence by providing responsibilities & accepting failures

### ***Ages 14-15 Late Chi Rho, Early CYF***

- Is able to:
  - accept self as a developing person
  - formulate a set of values
  - develop appreciation for difference in others
  - express concern for others
  - develop intense loyalties to persons & groups
  - enjoy mixed-group activities
  - enter into personal relationship with God
  - develop own philosophy of life
  - express intense idealism as well as extreme cynicism
- Needs Opportunities to :
  - ask/answer question: "Who am I?"
  - make plans & take leadership roles
  - evaluate relationships to family members
  - understand people of varied backgrounds
  - see the way in which God works
  - face doubts & faith in a searching group
  - know understanding adults whose faith is positive & compelling
- Through Experiences can:
  - realize people are created in God's image
  - notice the diversity of persons God uses
  - realize that God is still creating
  - come to understand the Bible as "my story"
  - understand that God calls people to their life & work through their commitment to Christ
- The Adult Role in Relationship to Middle Adolescents is to:
  - stand by with understanding as youth launches out on independent ventures
  - offer an adequate example of adult maturity, including stability, meaning, purpose

- & faith
- encourage deeper digging into life's meaning
- provide worthwhile responsibilities

### ***Ages 16-17 CYF Level***

- Is able to:
  - achieve a personally satisfying self-image
  - develop a philosophy of life
  - carry tasks & responsibility through completion
  - be selective in one's associations
  - enter into trust relationship w/ others
  - formulate personal Christian beliefs
  - enter into personal relationship with God
- Needs Opportunity To:
  - establish & test personal values
  - know influential Christian adults
  - arrive at a personal commitment to Christ
  - achieve a faith that is one's own
  - evaluate one's vocational choices in relationship to God's call & needs of the world
  - study biblical, historical & contemporary heroes whose lives reflect Christ's influence
- Through Experiences Can:
  - realize people need to be growing & searching their understanding of God
  - realize the Christian faith is relevant to all experiences of life
  - knows God as Creator, Sustainer, Judge, & Redeemer
  - see that God's revelation is through people
  - understand God's laws never change, but people grow in their understanding of these laws
- The Adult Role in Relationship to Older Adolescents is to:
  - listen to needs and concerns
  - offer an example of maturity at work, at worship, at leisure, and in love
  - challenge youth to think deeply on the key issues of life
  - encourage exploration of honest doubts as vital to creative Christian thinking & living

### ***Relational Protection Policies***

Mission West camp and conference events are to promote Christian lifestyle, affirm spiritual gifts and empower each person to work with their individual gifts in the larger community.

Mission West camp and conference events will be designed to be inclusive of all individuals. No particular group or constituency will be given special privileges that are exclusive of the total community. Mission West camp and conference events are to promote a community that fosters Christian moral, ethical and behavioral standards for all to follow.

Activities, (either pre-planned, traditional, or spontaneous) that exclude, discriminate or haze any individual or that encourage inappropriate, suggestive or sexual behavior are not acceptable at



any camp and conference event.

Activities which recognize and celebrate gifts and achievements will be coordinated by the event director.

## ***Policy Regarding Visitors to Camps, Conferences, and Retreats***

- The camping experience requires a closed campus.
- Visitation is strongly discouraged.
- Extenuating circumstances must be cleared by calling Mission West office and the event director prior to the event.
- Arrangements should be made ahead of time to:
  - Allow staff preparation for the visit.
  - Protect the general safety of the campers and
  - Prevent disruption of the camp community.
- Arrangements made will include specific time, length of visit, and nature of the visit.
- However, it should be expected that a drop-in visit by the Mission West Area Minister and/or any member(s) of the Mission West, High Plains, Tres Rios, or Central Areas Ministries program may happen during any camp or conference event. Such visits may not be arranged in advance as detailed above. Care will be exercised to minimize any disruption of the program or event. Such visits are intended to guarantee event accountability to the Mission West Vision, Mission, Values and Objectives statements, as detailed in Section 1.

## ***Appropriate Interaction Policy***

In order to model Christian values and create a healthy environment, certain actions are not permitted. These are as follows:

- "Hazing" (Harassing, imposing disagreeable tasks, playing pranks, or doing anything humiliating or irritating) will not be tolerated under any circumstances and will result in immediate dismissal from Camp.
- Campers will not be subject to any initiation rites that are abusive or demeaning in any manner.
- Campers (even younger children) will be encouraged to change their own clothes.
- Adults will, under no circumstances, share a bed or sleeping bag with a camper.
- Adults will set appropriate limits with children who "cling" or hang on them.
- Adults will not allow children to sit on their laps.
- Adults will not give back rubs unless another adult is present and then only with all clothes on.
- Tickling or teasing a camper to the point where that camper is out of control is unacceptable.
- Romantic lives of staff members cannot be shared with campers.
- Sponsors must stay with their own cabins after lights out at night unless a true emergency exists and this should be reported to supervisors as soon as possible.
- Male & Female staff members working with adolescents need to be aware of the tendency for the youth to develop hidden or secret romantic fantasies. In such cases the adults must do everything in their power to discourage such ideas.

- There is a No Touch Policy concerning inter-staff romance. Unmarried staff will not show any outward romantic signs.
- After camp parties conducted by a youth counselor and/or staff person for youth campers is not permitted! Any further contact with youth must be done with the knowledge of the youth's parents and the minister of the church that sent the youth to camp and/or conference.

## ***Sexual Misconduct***

### ***Statement Concerning Sexual Abuse, Harassment, And/Or Misconduct***

***Purpose:*** Our ministries through camps and conferences and special events are committed to providing faith-nurturing and work-enabling environments free from sexual abuse, harassment, and misconduct by setting ethical standards and behavior consistent with the Gospel of Jesus Christ and in accordance with State and Federal laws. Sexual abuse, harassment, and misconduct are unethical, immoral, and illegal abuses of power and will not be tolerated. It is the policy of Mission West to provide adequate supervision for all youth activities. We also expect all employees or volunteers who work with children to complete and submit a disclosure document.

### ***Legal Definitions:***

*Sexual Abuse*, in the eyes of the law, varies by state. But generally, sexual abuse includes any contact or interaction between child-or-youth and adult in which the child-or-youth is being used for the sexual stimulation of the adult or another person.

*Sexual harassment or misconduct* is defined as unsolicited and/or unwelcome sexual advances or other behavior of a sexual nature when:

Submission to such behavior is made a condition of employment/leadership or is used as a basis for employment/leadership decisions affecting the individual, or

Such behavior creates an intimidating, hostile, or offensive living and/or work environment or interferes with a reasonable person's functioning. Victims or perpetrators can be of either gender.

**Prohibited Behavior:** Sexual abuse, harassment, and/or misconduct can take many forms, including but not limited to:

*Written:* sexually suggestive or obscene letters, notes, invitations.

*Verbal:* sexually suggestive or obscene comments, jokes, propositions; derogatory remarks based on the gender of another person.

*Visual:* displaying sexually suggestive pictures or posters, leering or staring at another person's body.

*Physical:* intentional and unnecessary touching of another person's body: touching one's own body in a sexual manner.

In accordance with this policy:

*There will be no "tuck-ins" and no males in female dorms or wings: no females in male dorms or wings.* This policy applies to both employees and volunteers of Mission West.

If a counselor/director needs to talk with a camper there will be at least one (1) other camper or counselor present.

***Complaint Procedure:*** Mission West will take all claims of sexual abuse, harassment, and/or misconduct seriously. In the case of clergy who are accused, the appropriate procedure developed by the Committee on Ministry of the Christian Church (Disciples of Christ) in the Southwest will be followed. In the case of employees or volunteers who are accused, the Mission West Associate Area Minister is to be contacted. Mission West Minister will in turn notify Mission West Youth Leadership immediately for investigation.

Questions concerning this policy or reported cases of abuse, harassment or misconduct need to be shared with Mission West Office:

Mission West will take seriously, investigate; and seek to resolve all such complaints through the appropriate channels as established by the Mission West Youth Ministries Policies and Procedures and Mission West, and where necessary will report incidents of abuse to the appropriate secular/legal authorities.

## ***Sexual Misconduct Policy***

### ***Prohibition of Sexual Exploitation and Harassment:***

We are committed to creating and maintaining a worship and work community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free from all forms of discrimination and intimidation. Specifically, all persons associated with Mission West should be aware that Mission West is strongly opposed to sexual exploitation and harassment and that such behavior is prohibited by Mission West policy. It is the intention and responsibility of Mission West to take whatever action may be needed to prevent and correct behavior that is contrary to this policy, and, if necessary, to discipline those persons who violate this policy.

All persons engaged in the Mission West ministries, including elected leaders, employees, volunteers, and ordained/commissioned ministers, are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual harassment or sexual exploitation of members or other individuals by anyone engaged in the Mission West ministries is unethical and unprofessional behavior and will not be tolerated.

Because leaders, including elected or appointed leaders, employees, volunteers, and ordained/commissioned ministers often deal with individuals who are emotionally and psychologically fragile, or otherwise personally vulnerable, it is imperative that those engaged in Mission West ministries maintain their own psychological, emotional, and spiritual health and that they have adequate preparation and education for helping those individuals they seek to serve in ministry. It is Mission West policy to encourage its leaders, ordained/commissioned ministers, employees, and volunteers to nurture safety within professional relationships by being attentive to self-care, education, and the importance of referring those in need to supportive and helpful resources. It is also expected that those engaged in providing ministry will complete and submit a disclosure document in a form substantially similar to the one accompanying this policy.

## **Definitions:**

**Leader:** Any person engaged by Mission West to carry out its ministries. Leader includes elected or appointed leaders of Mission West, employees, and volunteers, as well as ordained/commissioned ministers.

**Minister:** Any person who holds ordained/commissioned ministerial standing in the Christian Church (Disciples of Christ) in the Southwest.

**Ministerial Relationship:** The relationship between one who carries out the ministry of an area and the one being served by that ministry.

**Sexual Exploitation:** Any sexual activity or contact, not limited to sexual intercourse, in which a leader engaged in the work of Mission West takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the leader or another participant.

**Child Sexual Abuse:** Includes any form of sexual contact or exploitation in which a minor is being used for the sexual stimulation of the perpetrator.

**Sexual Harassment:** Unwanted or offensive sexual advances or sexually derogatory or discriminatory remarks. Includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any Area activity
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or Mission West-related decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in Mission West activities or creating an intimidating, hostile, or offensive work environment.
- Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:
  - Written contact, such as sexually suggestive or obscene letters, notes, or invitations;
  - Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions;
  - Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse, and
  - Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is not allowed to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, Mission West leadership or comfortable participation in the life of Mission West ministries. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition, or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

## ***Abuse - Recognizing Symptoms and Reporting Suspicions***

Unfortunately, child abuse is prevalent in our society. As a camp counselor, it is important you become familiar with some indicators so that you might recognize it and respond appropriately if a child or youth discloses to you. None of these signs alone indicate abuse, but rather a combination of several could suggest it. Here are some major indicators.

### **JYF:**

Crying for no apparent reason  
Sexual acting out with other children  
Talking inexplicit language beyond age appropriateness  
Excessive habit disorders (rocking, bed-wetting)  
Withdrawal from adults  
Regressive behavior

### **Chi Rho & CYF:**

Poor peer relationships  
Increased hostility & anger  
Sexual promiscuity  
Isolation from others  
Substance abuse  
Constant fatigue  
Afraid to go home  
Seductive behavior  
Thoughts of suicide  
Wary of adults

## ***Mission West Procedures For Handling Sexual Misconduct Complaints***

- A response team, with no less than one male and one female, will be established by Mission West Youth Ministry leadership each year at its first meeting in preparation for the possibility of hearing complaints under the adopted statement of policy. The response team will familiarize itself with the terms of this policy as well as the established Mission West procedures for dealing with complaints of alleged sexual exploitation or harassment against any employee or volunteer in leadership positions within Mission West.
- Several options may be taken in addressing incidents of alleged sexual exploitation or harassment:
  - The complainant can attempt to resolve the matter directly with the individual accused of sexual exploitation or harassment.
  - The complainant can report the incident to an Area Officer, in an effort to resolve the matter.
  - If an informal resolution of the complaint does not seem wise, appropriate, possible, or does not succeed, the complainant may request that the response team institute formal proceedings which shall include the following steps:
    - The response team shall gather statements or other information from the individuals involved in the alleged exploitation or harassment and from others who may have pertinent information, and present such information to Mission West Minister and Mission West Youth Leadership.
    - Mission West Youth Leadership shall make determinations and take actions appropriate to resolve the matter. These may include:
    - Finding that sexual exploitation or harassment has occurred and that Mission West Youth Leadership is called upon to take action accordingly. Such action may include one of the following:

- Formal reprimand with defined expectations for changed behavior, including possible public notification;
  - Recommending or requiring a program of growth that may include education and/or counseling;
  - Probation, with the terms of the probation clearly defined;
  - Dismissal from employment or volunteer leadership position.
- Finding that no sexual exploitation or harassment occurred.

If the accused employee or volunteer is an ordained or commissioned Minister the response team shall inform the Regional Committee on the Ministry of the allegation. Mission West will cooperate fully in any procedures of the Christian Church (Disciples of Christ) in the Southwest related to the person's ministerial standing

If any sexual contact with or harassment of a minor is alleged, it is the responsibility of the person receiving the allegation to notify appropriate secular authorities, either Child Protective Services or the local law enforcement agency, in accordance with appropriate State law. The response team will verify that notification has been and make the report if it has not been previously made, and Mission West shall cooperate fully in any investigation. This policy shall continue to be followed to determine the continuance of the individual(s) in leadership positions in Mission West.

A written summary of Mission West Youth Leadership's proceedings in such cases will be maintained.

In determining whether alleged conduct constitutes sexual harassment or exploitation, consideration shall be given to the record of the alleged incident as a whole and to the totality of the circumstances, including the context in which the alleged incident occurred. Any person bringing a sexual harassment or exploitation complaint or assisting in investigating such complaint will not be adversely affected in terms and conditions of employment, Area leadership, or otherwise discriminated against or discharged.

If the complainant or accused person is not satisfied with the disposition of the matter, he or she has a right to appeal to the Moderator of Mission West, who may refer the matter to Mission West Board for resolution.

## ***Mission West (Disciples of Christ) in the Southwest Region Policy on Reporting Child Molestation and Abuse***

### ***State Laws Pertaining to Child Abuse:***

Under New Mexico and Texas Law, sponsors are "mandated reporters" and must follow The Mission West Youth Ministry Policies and Procedures which means that they must report any suspected physical, emotional, or sexual abuse or neglect to the Event Director(s). The Event Director(s) will in turn notify Mission West Minister. A report is based on suspicion of abuse and does not have to be proven.

If a youth counselor and/or staff person suspects a case of child abuse, he/she is required by law to report his/her suspicions within 24 hours to the appropriate State agency where the suspected abuse occurred. It is Mission West policy that any need for such action as stated above must be reported to the Director(s) immediately.

The Director(s) after receiving the initial report will be responsible for confirming the facts reported and the condition of the child **ON THE SAME DAY ON WHICH THE FIRST REPORT WAS MADE**. The Director(s) will be expected to make contact with Mission West Minister immediately!

Data concerning the child will be obtained through discussion with the initial reporter and other staff members who have pertinent information. However, it is important to maintain confidentiality in regard to any such concerns. (See 6)

After the information is secured, the Director(s) will contact the Child Protective Services (CPS) Division of the Texas Department of Protective and Regulatory Service at 1(800) 252-5400 or the the New Mexico Children, Youth and Families Department at 1 (800) 797-3260.

On the same day that the case is first reported verbally to the appropriate State agency, the report will be documented on the Child Abuse Report Form. A copy of this documentation must be submitted to Mission West Office and to the appropriate State agency within 5 days.

A system of documentation that assures confidentiality must continually be exercised throughout this process. Reports must be kept in a locked confidential file, and copies of these reports will be maintained by Mission West office for a reasonable length of time.

In the event the reported incident or suspicion involves a youth counselor and/or staff person, the Director(s) will immediately, without exception, suspend the person from all responsibilities.

Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns.

Immediately notify the Minister(s) of the local congregation(s) from which the child/youth and adult represents.

Make written documentation of persons contacted and action taken to this point.

Mission West Associate Minister will respond accordingly.

- Notify the insurance carrier of the incident immediately and comply with its investigation, if any;
- Cooperate with legal and state authorities in their investigations, if any;
- Prepare a written statement and designate a spokesperson to respond to media inquiries;
- Provide assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, if needed;
- Respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved,
- Inform the affected volunteer(s) and paid staff members of the need for confidentiality;
- Consider and respond to the concerns of other parents.



- Respond to the pastoral care concerns of persons within the Camp and Conference program.
- Make written documentation of persons contacted and actions taken.

## ***Mission West (Disciples of Christ) in the Southwest Region Policy On False Accusation***

**KNOWINGLY** making a false accusation of the molestation and/or abuse of a minor or **KNOWINGLY** making a false accusation of an adult molesting and/or abusing a minor is illegal in both the State of New Mexico and the State of Texas.

Any person, youth or adult, who is determined to have **KNOWINGLY** made a false accusation of the molestation and/or abuse of a minor, shall not be allowed to attend or participate in any Mission West Youth Ministry event for a specific period of time as determined by Mission West Youth Leadership and Mission West Associate Area Minister. Such specified period of time shall be no less than two (2) years from the date of the determination that a false accusation was **KNOWINGLY** made.

Any such decision shall be final and will not be subject to appeal or review.

## ***Lake Brownwood Christian Retreat***

### ***LBCR Rules and Regulations***

#### ***In case of severe storm:***

- In case of a severe storm watch the camp management shall be responsible for closely monitoring the movement of the storm through the use of radio, telephone, police scanner, etc.
- When a severe storm warning is issued by the national weather service the camp management or the director shall sound a warning device from the center of the retreat grounds. This device will only be sounded when it is necessary to seek immediate cover.
- When the warning siren is heard, sponsors will be responsible for moving campers into the original restrooms of the dorms.
- Campers and sponsors will remain in the restrooms until they are informed by the camp management or directors that the storm has passed.

#### ***In case of fire:***

- In case of fire the most immediate concern is the safety of the occupants of the building.
- If the smoke detectors are sounded or smoke is detected the first task of the staff will be to evacuate the building in as calm and orderly fashion as possible.
- The director will be informed immediately concerning the fire. The director will then inform the camp manager who will determine if it is necessary to notify the fire department. Sponsors may take action to control or extinguish the fire with extinguishers if doing so does not place them at risk.

- In dormitories, there shall be an assigned counselor in each room responsible for holding the outside door, evacuating the occupants, and counting the occupants once they have assembled a safe distance (at least 150-200 feet) from the burning structure. This count will then be reported to the director.

### ***In case of prowlers or unwanted visitors:***

- The camp manager shall inform the director or vice versa of the presence of prowlers/unwanted visitors on the premises.
- The director shall then inform the sponsors.
- If the campers are in total group or assigned group activities or in their dorms, they shall remain there until the director is satisfied the situation has been resolved. If campers and sponsors are not in the above, they shall be gathered in their assigned dormitory area and be accounted for. They shall remain there or proceed with scheduled activities under closely supervised conditions until the director is satisfied that the situation has been resolved.
- Directors and sponsors shall attempt to maintain calm and order.
- The manager shall notify the authorities of the presence of prowler/unwanted visitors who refuse to leave the grounds.

### ***In Case of Waterfront emergency***

- In the event of a waterfront emergency, the most immediate concern is the safety of those in Mission West.
- The first task of the lifeguard is to rescue and provide first aid to the injured or endangered person.
- One of the adults on the scene shall be designated to notify the manager, nurse/first aid provider and director. The manager shall call an emergency rescue unit when deemed necessary.
- The waterfront director and other adults on the scene shall evacuate the waterfront area in as calm and orderly manner as possible. At least one adult shall remain at the waterfront area to assist the lifeguard.
- If medical attention beyond the camp is required or deemed desirable, the medical emergency procedure shall be followed.

### ***In case of medical emergency:***

- In case of serious illness, or injury the nurse or designated first aid provider, director, and camp manager shall be notified (in that order) immediately.
- The ill or injured person shall not be moved except on the advice of the nurse.
- While waiting for the nurse/first aid provider, at least one responsible adult shall remain with the ill or injured person and attempt to make him/her as comfortable as possible. All other persons shall clear the area and the event director shall attempt to maintain calm and order.
- If emergency medical attention is needed, the nurse/first aid provider, camp manager, or a person they designate shall call the LBCR on-call physician or hospital emergency room for instructions regarding treatment and transportation. In the event of severe trauma, the emergency rescue unit shall be called first.
- A designated responsible adult shall accompany the ill or injured person to the doctor's

office or hospital. Take the ill or injured person's medical release form and an LBCR medical insurance form with you. The nurse/first aid provider will accompany the ill or injured person only the condition warrants a need for constant medical attention.

- The director shall notify the parents, guardian, spouse or minister of the ill or injured person. Inform them of the illness/injury and the emergency action taken. Give them the number of the doctor/hospital.

## ***FIRST AID/MEDICAL ATTENTION***

- The first aid and medical needs of all campers and counselor are to be attended to as a priority.
- All accidents, injuries, illnesses, and severe insect stings are to be reported to the director and nurse immediately and care secured.
- Care usually falls under four categories:
  - Minor injuries or illnesses, which can be handled by the nurse at camp.
  - Injuries or illnesses requiring attention other than what we can provide, but not an emergency.
  - Injuries and illnesses requiring immediate off-site attention.
  - Severe trauma requiring professional emergency care and transport.
- Responsibility for making those distinctions lie with the nurse. Take extra precaution: **"Better safe than sorry"**
- An infirmary is maintained in the VIP building. The infirmary is an air-conditioned isolation area for sick campers and area to treat injuries and illnesses. The supplies and references, the camp health log, camper and counselor health forms, insurance forms, emergency numbers, a Brownwood map, a telephone and a restroom are located in the infirmary. The infirmary is also the personal quarters of the camp nurse. A golf cart is available to the nurse for medical transport when necessary.
- The LBCR insurance helps to cover campers and counselor, short term medical and accident expenses to and from and during camp.
- In Cases of Emergency - Call 911
- LBCR Phone Number 325-784-5133 Contact nurse/first aid provider immediately  
Contact camp manager immediately.
- Follow all medical emergency procedures. Safety of the injured party and those involved comes first.
- If camp manager is not available, event director should take charge and call 911 for help in the event of medical emergency, prowler, fire or storm.

### **Other Phone Numbers:**

Brown County Regional Hospital	325/646-8541
Lake Brownwood State Park	325/784-6262
(State Park rangers can and will serve as police)	
Kyle Testson (State Park Superintendent)	325/784-6569 home #
Poison Information Center	1-409-765-1420
Lake Brownwood Fire Department	325/646-1511

Call 911 - give street address as 9105 County Road 460. Directions to: Lake Brownwood Christian Retreat, South of Lake Brownwood State Park, at the end of Brown County Road 460, off State Park Road 15; 7 miles off TX State Highway 279, and 22 miles Northwest of the City of Brownwood.

It will take approximately 25 minutes for ambulance to arrive at LBCR. Any injured persons will need to be kept safe and comfortable and first aid provided until ambulance arrives.

LBCR Phone Number: 325/784-5133

## ***CONTACT CAMP MANAGER IMMEDIATELY IN THE EVENT OF ANY EMERGENCY OR ACCIDENT***

- In the event of damage to equipment or facilities, move to safety and contact manager ASAP.
- Jericho and Bethany (3 & 4) dorms can flood during heavy rains. Keep belongings off floor.
- Please return any equipment or furniture if borrowed from any building, dorm, or meeting room.
- State Health Codes require shirt and shoes to be worn in the Dining Hall, and no one other than staff in the kitchen.
- Please do not stand or sit on tables; please do not stand in folding chairs.
- AV equipment is expensive. If you are not sure how to operate the system, we would be happy to help.
- You are welcome to use the separate sound system for Vespers. Please take care of it.
- Board Room is accessed most easily through the Exit door of the Dining Hall.
- There is a phone in the kitchen for your use. Collect or credit card calls only.
- Don't Mess With Texas!! Trash in trashcans; aluminum cans in trash cans!
- Please remove all decorations and tape after your event.
- Raids and pranks that may cause harm to another are contrary to our mission here at LBCR.
- Send-home offenses include: gambling, obscenity, alcohol or drug possession or behavior that places yourself or another in physical danger.
- LBCR strives to enforce the "Two Deep Leadership" policy at all youth events.
- Please respect the natural beauty of the camp - no romping through the cactus, etc.
- Help conserve electricity, propane and water. Turn off lights, unplug appliances when finished.
- Swimming permitted only when certified lifeguard on duty. No horseplay or running around the pool.
- Damages to property of LBCR will be charged to the individual or group responsible.
- In all circumstances, remember SAFETY FIRST!
- Please adhere to the boundaries and buildings to which your group has been assigned. Please respect other groups using the facilities, and please refrain from entering private areas. Private areas include:
  - Kitchen
  - Trash Area
  - Waste water plant
  - Manager's House(s)
  - Roofs
  - Propane tanks
  - Mean's Cabin
  - Maintenance Shop
  - Water well area
- Smoke detectors, fire extinguishers, and exit lights can cost more than money if broken or tampered with.
- All groups must have an adult designated as the group director. This person will be sent a

director's notebook in order to promote communication between the group and the management to ensure a great retreat.

- Lost and Found: We will make every reasonable effort to return items left after an event to their owner, however if after 30 days the correct owner is still unknown, the item(s) will be considered "donated" property of Lake Brownwood Christian Retreat.

## ***FACILITY USAGE GUIDELINES***

### ***General Notes:***

1. Provide us with a copy of your final schedules
2. Contact us by phone 7 days in advance with your "final" count, which should include a breakdown of males and females. Please note that your group will be held accountable for the number you guarantee will be attending.
3. Please direct requests and needs to the camp manager.
4. LBCR is a smoke-free facility. The LBCR Board of Directors adopted a NO SMOKING policy March 5, 1994 for all Central Area Camps, Retreats, Rallies, and Conferences.
5. Please respect the privacy of LBCR staff and quarters. Any problems with LBCR staff should be reported to the camp manager.

### ***Dining Hall and Meals:***

- Normal serving hours: (Meal times are flexible for your group)
  - Breakfast 8:00 a.m.
  - Lunch Noon
  - Supper 6:00 p.m.
- Due to health codes, we are unable to offer the use of restrooms in the kitchen.
- Meals will be prepared and charged for the entire group. We need to be informed of changes in group count, special menus, etc.
- We need to know of any special dietary needs. A copy of a doctor's recommended diet plan will help us plan future menus.
- Snacks:
  - If requested, snacks will be provided for your group. Disciple's groups are entitled to one free snack per day.
  - Special or additional snacks need to be requested in advance.
  - Director needs to assign adults to pick up snacks at prior scheduled time and return containers to dining hall serving line after snack time. The group is responsible for cleaning up area after snack is served.
  - We have water, cookies, ice chests, pitchers, and cups. Say the word!
- Camp Store: Camp store is usually operated in the afternoon (please request hours) to allow your group to purchase snacks, t-shirts, soft drinks, candy, etc. (No large bills please).

# ***Ceta Glen/Canyon***

## ***CETA GLEN CHRISTIAN CONFERENCE CENTER EMERGENCY PROCEDURES***

### **EMERGENCY SIGNAL - CONTINUAL RINGING of the bell (two minutes or more)**

Verbal warning by the conference center staff who will have been monitoring the National Weather Service bulletins in case of a potential storm.

### ***IN CASE OF:***

***Flooding*** Go to the dining hall. Stay away from the creek

***Fire*** Get out of the building, go to the volleyball court. Stay away and do not assemble on any of the roadways for this may interfere with the operation of any firefighting equipment or emergency vehicles. Leave the action to the trained volunteer company.

***Grass Fire*** After assembling on the volleyball court wait for instructions from the Conference Center manager or the volunteer fire company. Do not try to take any action by yourself.

***Windstorm*** The Recreation Hall is the strongest and safest building. Assemble in the hallway, conference room or restrooms. If you are in a room with windows, obtain foam mattresses from the Audio-Visual closet opening off the hallway and hold those over the windows to prevent shattered glass from injuring occupants of the room. If really severe weather is occurring persons may want to place the mattresses over themselves. If there is not time to reach the recreation building, go to the center bathroom in each dorm and cover yourself with a mattress from a bed. Do not venture forth on your own. Wait for instructions from the conference center management staff or the director of your events.

***SPONSORS WILL NEED TO BE AWARE AT ALL TIMES IF EVERYONE IN THEIR GROUP IS ACCOUNTED FOR DURING TIMES OF EMERGENCIES.***

## ***MEDICAL AND NURSING CARE***

- Each event sponsored by Areas and Mission West [of four days or more] must have a qualified (pg 35, II, 2) person staffing the infirmary provided by the conference Center.
- Upon arrival the director and health care person will need to meet with the center managers to obtain the latest information concerning health procedures:
  - stocking and replenishing of the infirmary supplies
  - reporting procedures, both verbal and written
  - arrangements with an emergency care facility with complete directions and contact person(s)
  - how to secure EMS assistance
  - any other matters of concern for the week.
- The director, health care person and center management will formulate a plan of procedures for contact with parents if deemed necessary. This contact should initially be done by the director of the event.

## ***COMMUNITY GUIDELINES FOR DISCIPLE YOUTH EVENTS AT CETA GLEN CHRISTIAN CONFERENCE CENTER***

1. Normal Camp Boundaries:
  - a. On the east, the bottom of the creek by "Squirrel Crossing"
  - b. On the west, the far side of the Boy's Dorm Area
  - c. On the south, the far edge of the playing field
  - d. On the north, within the canyon
2. Shower/ Restroom Facility Designations:
  - a. In the interest of sexual misconduct prevention, separate shower and restroom facilities shall be designated and maintained for campers and adult counseling staff. If, for some reason, designation of altogether separate facilities is not possible, usage times must be assigned, posted, and respected by all persons in residence at the camp for the duration of the camp.
3. Respecting Dorm Areas:
  - a. No Boys past the Stop Sign below Possum Dorm or past the bottom of the steps to Raccoon Dorm
  - b. No Girls past the swinging bridge
4. Hiking Beyond Normal Boundaries:
  - a. Hiking to the Cross or in the west property will be accompanied by a counselor
  - b. Hikes to the Water Falls must include an adult counselor
  - c. Plus authorization both by the camp director and the Executive Director making clearance with the Methodist Camp.
  - d. Please limit hiking after dusk
5. Any trips in vehicles off the camp premises must be cleared with the camp director.
6. Campers must be in dorms within the announced deadline, no one will be outside after this time.
7. No alcohol, drugs, or firearms will be permitted. No smoking or dipping inside the camp facility.
8. Campers are expected to be at all meals and to attend all scheduled events in a timely fashion.
9. Dress Code for Youth Programs of the Christian Church in the Hi-Plains
  - a. As you consider what you will bring to wear for camps and retreats, please remember that these are church sponsored events and consider the following guidelines.
  - b. Please do not wear any clothing bearing alcohol or tobacco advertisements.
  - c. Please do not wear any clothing bearing inappropriate language or satanic symbols
  - d. Make sure that all clothing is modest and a proper length. No short-shorts, crop tops, or sag-style clothing
  - e. Swimwear needs to be modest and cover you appropriately.
  - f. Guys--no tight fitting trunks, like Speedos
  - g. Girls—one-piece suits are preferred, if you bring a bikini be prepared to wear a T-shirt over it.
  - h. The director of the event will have final say as to what will be appropriate in clothing if there is a judgment to be made
10. In all cases of illness or injury, please contact the nurse, and the nurse will contact the camp director.
11. Camp property is to be valued and maintained, thus we do not destroy or damage or initial.

***NONCOMPLIANCE TO ANY OF THESE GUIDELINES CAN RESULT IN EXPULSION FROM THE CAMP  
OR RETREAT!!! THANKS FOR YOUR COOPERATION WITHIN THIS CHRISTIAN COMMUNITY!!!***



# ***POLICIES OF CETA GLEN CHRISTIAN CONFERENCE CENTER***

## ***I. General Rules***

1. A reservation and cleaning deposit is required from all groups. Cleaning consists of sweeping out your sleeping quarters and meeting rooms (mopping where necessary), putting up chairs, recreational equipment and leaving the grounds and camp as you found them. In lieu of this, the cleaning fee will be charged. Dorms must be cleaned daily, with beds made and floors swept. Dining hall maintenance will be worked out with the Executive Director. If you cancel prior to 60 days of your contract date, your deposit will be refunded. From 60 to 30 days, it will be refunded if we can rent the date to another group. After 30 days, the deposit is non-refundable and non-transferable. If date is canceled because of weather, the deposit will be refunded or transferred.

2. You must have a qualified director (or, in the case of other than church groups, a person responsible for the whole group). This person is directly responsible to the Executive Director for the activities and conduct of the group in camp. He/she holds the Executive Director responsible for camp facilities and will be responsible to the Executive Director for the use of these facilities.

3. Group leaders will check in with the Executive Director upon arrival for assignment to the particular buildings the group will be using and a review of camp schedules and rules. Each group will be responsible for setting up the tables, chairs, etc. to suit their particular needs in their designated meeting area and to replace same before departure.

4. \$100 CHARGE FOR UNAUTHORIZED USE OF A FIRE EXTINGUISHER.

5. Prior to departure, all group leaders will check with the Executive Director for an inspection tour of the camp facilities used by the group in order to insure that these rules have been fulfilled. Any damages, other than normal wear and tear, will be assessed to the group at that time or as soon as cost estimates for repair or replacement can be obtained.

6. On the group's last day of camp, the group leader is required to remain on the grounds until all campers have departed. He/she may, by agreement with the Executive Director, leave another responsible adult in his/her place.

7. We recommend that all participants be informed of the camp regulations. Many safety standards are set forth for your individual protection. Others are for sanitation purposes. Still others help with the conservation of our camp's natural resources.

8. No unregistered person is allowed in the camp at any time without the permission of the group leader and the Executive Director. Parents and friends should not expect to visit or enter the camp until the program is completed.

9. At least one adult sponsor must be assigned to each end of the dormitories being used. If campers use the small cabins, an adult must be assigned to each cabin. People may be moved by the Executive Director at any time unless these provisions are met.

10. The kitchen is off-limits to all campers. If cooks need to be consulted, the group leader

should approach the Executive Director and together consult with them. Camp personnel sleeping quarters and restrooms are not to be used by others. The Executive Director's residence is personal housing and not a part of the general camp area.

11. For your information in scheduling your programming, all meals for all groups are served at 8:00 a.m., 12:30 pm. and 6:00 p.m.

12. Adult sponsors are required to accompany all groups when they leave the general camp area.

13. Restrict your activities to the canyon itself. Property on top is under private ownership and is posted.

14. Parking is limited to posted parking areas only.

15. Do not litter the grounds. It will only have to be picked up before you leave camp.

16. No alcoholic beverages or drugs other than prescription will be allowed in camp.

17. No fireworks, firearms or unauthorized fires in camp.

18. No furniture, mattresses or tools shall be removed from the buildings. This includes tables, benches, dinnerware, and utensils in the dining hall. Do not move furniture within dorms or lodge area

19. Quiet time will be observed from midnight until 7:00 a.m. except in the area of staff quarters which will begin at 11:00 p.m.

20. Don't abuse the swinging bridge. Leave the turnbuckle alone.

21. No pets allowed.

22. Any "wars" (balloon, flour, shaving cream) are to be cleared with the Executive Director and held only on the playing field. All resulting litter is to be picked up and disposed of in trash cans. None of these activities are to be held in or near any buildings.

23. Use of any candles is to be cleared with the Executive Director and is prohibited in all buildings.

24. Indoor craft projects are to be cleared with the Executive Director and drop cloths or proper floor protection must be used.

## ***II. Safety Rules***

The director or group leader is responsible for maintaining the safety of each person in his/her group. If you are new to this area, please indicate to the Executive Director your lack of knowledge concerning poisonous snakes, insects and plants.

1. The swimming pool is off-limits unless a Ceta Glen staff lifeguard is present. In the pool area, their word is law. The swimming area is not to be used for any other purpose.

2. You must that you have a designated registered nurse, physician or person holding a current Red Cross certificate in first aid as a member of your staff. Group leaders should learn from the Executive Director what medical services and hospitals are available to the camp.

3. We recommend that you have transportation available at all times for use in any emergency.

4. The gas bottles that furnish heat to the dorms and other buildings are to be regulated only by the permanent personnel of the camp.

5. Throwing rocks in the camp is extremely dangerous, both to persons and equipment. The group leader is responsible for keeping this hazard in check. If participants must throw rocks, instruct them to use only the canyon wall as their target.

6. The creek water is not drinkable. During heavy rains, the creek area around the car crossing can be very dangerous due to floating debris. Group leaders at youth events should exercise appropriate caution regarding the creek, especially during rainy weather.

7. The canyon walls are subject to constant erosion. Sometimes, literally tons of dirt and rocks fall from the sides. Most of the dangerous areas are easily seen, and all participants should be warned away from these areas.

8. Because the camp is close to grain fields, it is subject to visitation by mice. For this reason, we insist that harmless snakes in our area not be killed. These provide our best insurance against rodents. When in doubt about whether a snake is harmless or dangerous, call the Executive Director.

9. Speed limit is 15 mph on camp property. Speeders will be evicted or required to park off camp property.

### ***III. Conservation Rules***

1. No living trees are to be cut or marked with axes or knives. Any tree which is cut down by a group member will be billed to that group at \$500.00. Trees or shrubs marred with axes or knives will be billed to the group. Blazed or chopped trees are subject to insect invasion, which can cause disease and often death to the tree. No limbs are to be cut from living trees. A \$50.00 charge will be made for each limb cut. Wood for fires is plentiful from dead limbs and fallen trees in the area. No living tree or shrub will be used. It has taken many years for these trees to grow. We need your cooperation in protecting them. We cannot replace our little forest area in any of our lifetimes.

2. Throwing of trash in the creek creates a sanitation hazard. Keep the creek free of bottles, cans, paper and other trash.

3. Do not disturb deer, turkeys and other wildlife.

4. Please help us to conserve our water and energy.

a. Make sure faucets and showers are off.

- b. In winter months, keep doors and windows closed.
- c. Turn off lights not in use.

## ***Black River Center for Learning Site Use Policies and Procedures***

### ***Natural Surroundings***

You may have noticed that God left out some of the vegetation found elsewhere, but in their place He put flora, animals, reptiles, insects, and geological formations not found anywhere else. We ask that you give each of these the reverence they deserve. Only if they are a nuisance or an immediate threat to safety should they be disturbed or killed. Although the wildlife and reptiles will normally avoid humans, the scent of food or warmth is sometimes too compelling, so we do ask that you take precautions and secure screen doors to keep them out.

### ***Water Systems***

As a public water supply we are tested each month. We have softened water for the showers and sinks. For drinking water we have reverse osmosis water. Our water is bacterially safe but it takes the RO units to remove the high mineral content that can upset a sensitive digestive system. Brush with it, bathe with it, swim in it, but *don't drink it*. Water containers are provided in each bathroom; you may refill your containers in the dining hall. Drink a lot of fluids - we have a very dry climate and you might dehydrate easily.

### ***Trash and Recycling***

Trashcans have been provided in various locations. We also have receptacles marked "'Cans Only'" for aluminum cans. PLEASE do not put other trash in these containers. We try to recycle whenever possible.

### ***Public Restrooms, Phone, Mail, Change, Stamps and Canteen***

There are public restrooms in the dining hall. The business line is the only one available to tie to a computer. If you need this service, contact the manager for an available time. You are invited to dial the business number (575-785-2361) for incoming calls. Management will take a message and deliver it to you. Our fax number is (575) 785-2344 and our e-mail address is [blackriver@carlsbadnm.com](mailto:blackriver@carlsbadnm.com); however, our e-mail is limited at best so this is not a reliable source for contact.

Outgoing mail will be picked up each morning from the mailbox located in the dining hall. Incoming mail will be hand delivered to camp directors for distribution. First class mail received after the event will be forwarded to the address we have on file or returned to sender.

Change, stamps, envelopes, post cards, shirts, caps and other items like soft drinks and ice cream are available at canteen (open seasonally) \_ If a designated time is not set for canteen, contact the management following meals for your needs.

## ***Mop, Vacuum, Toilet Paper, Trash Bags, and Firewood***

If you are in need of additional firewood, toilet paper, trash bags, paper towels, mop, vacuum, or drinking water, please ask a member of management. We would appreciate it if all groups would respect the blessings God has given us here at Black River Center for Learning and if you would leave the camp in the same condition or better than when you arrived.

## ***Emergency Situations***

If you have an emergency and need access to a secured area, the event coordinator has a master key. The first aid closet is in the dining hall. The camp manager, *Don Chilcutt* is trained in first aid and CPR. He can be located on property and his phone number is (575) 785-2361 or (575) 725-9231. The emergency facility we use is the Carlsbad Medical Center at 2430 W. Pierce on the north side of Carlsbad. Their phone number is (575) 887-4100. Your event is covered with accident and emergency insurance by UCC Insurance Board (Policy #DNM5500). Their 24 hour claims number is 1-800-832-7839. Please contact the event coordinator or camp manager for any injuries that require medical attention.

## ***Living Center Use***

The event coordinator handles room and sleeping assignments. You are invited to arrange the room to accommodate double sleeping, but it must be returned to its original condition before you depart or there will be an additional charge to the event. Trash should be taken to the container at the front door. If you need additional trash bags, let management know. *Food and drinks (other than water) are not allowed in the bedrooms.*

The kitchenette is for your convenience in preparing snacks, warming bottles, *coffee*, and keeping drinks cold. It is NOT to be used to prepare meals. It is the responsibility of the group to keep it clean.

The large gathering room is equipped with a cozy fireplace and comfortable seating. There are also tables and chairs for games and/or study. This is the only room in the living centers where drinks and food are allowed.

Cooling and heating are controlled in each wing of the Centers with four separate units. It will be necessary to compromise at some point with other guests as to the setting.

## ***Dining and Multi-Purpose Area***

Prewitt Hall is our dining facility where we have a commercial kitchen with trained staff to prepare the meals. The building is never locked to allow access to drinks, coffee, recreation, restrooms and sometimes solitude. Dining is usually cafeteria or buffet style with seating of 7-8 to a round table. Schedules for meals are at your request; therefore, please provide management with times prior to your arrival. We serve meals for 30 minutes. Each group will handle their own announcements and grace. The normal procedure is to enter the "IN" door and get silverware, napkins, with meals being served cafeteria style. Drinks will be located in the dining hall. Feel free to return for seconds or thirds until all is gone. Meal times and menus can be changed with sufficient notice.

Unless other arrangements are made, each group will bus their own tables. When finished, place ALL waste, plates, cups, and silverware at the dishwashing window. BRCL staff will

sanitize tables and dining area after each meal. If tables and chairs are moved for programs, it is the group's responsibility to replace them before the next meal.

## ***Swimming Pool and Canoe Use***

The event coordinator is the person responsible to supervise the safe use of the pool and to see that rules are adhered to. No children under the age of 14 can be allowed in pool area without adult supervision. No glass bottles, food, or drinks other than water allowed in pool area. The event coordinator authorizes the use of canoes, assures that lifejackets are worn, and that the canoes, paddles and jackets are returned to proper place when finished. *Everyone using canoes or paddleboats must use a properly secured life jacket.* BRCL does not maintain a life guard on staff. If your event requires the use of a life guard, you need to provide one yourself. We can offer assistance with securing a life guard; however, any related expense will be billed to the respective event.

## ***Restrictions***

Persons and groups using Black River are entitled to a secure, undisturbed event. All persons shall respect the privacy and possessions of other groups and individuals that may be using the facilities simultaneously.

Inappropriate or threatening behavior (including violence and vandalism), obscene or abusive language and obscene dress are strictly prohibited. Any person (youth or adult), engaging in these practices will be required to leave.

We *DO NOT* allow smoking or tobacco use in any of the buildings for health and safety reasons and consideration of others. We have provided ashtrays located outside each building for your convenience and use. Please use caution as we are normally very dry and grassfires are easily started.

*NO alcohol or controlled illegal substance* is permitted at the Center. Firearms, large knives, bows and arrows and fireworks are not allowed at the Center unless there is written approval from the manager for specific programs.

Also for health and safety reasons and consideration of others we *DO NOT allow any animals, reptiles or pets in any buildings or the pool area.* We do allow pets outside on a leash or in a pen. If you need assistance with this, please let us know.

*Absolutely NO fires* are permitted on the property except in designated areas and with prior management approval. We are subject to Eddy County Fire Bans.

## ***Property Damage and Clean-Up***

An inspection of the facilities is made before and after each event. Users will be held responsible for restitution of damages incurred. Groups are required to keep the grounds and buildings clean and leave them clean. If prior arrangements are made, clean up of Centers can be left to management for an additional fee.

## ***Schedules***

In order to best serve and accommodate our guests, we ask that a schedule of your event be supplied to the management at least two weeks in advance of the event. This is essential if a group might be sharing the facilities with another group.

## ***General Policies at all locations***

### ***Post Mark Deadline for Registration & Payment Policy***

- All registration rosters and payments are to be postmarked by the postmark deadline.
- A \$25 fee will be added to all registrations after this date.
- If a church or individual sends in their forms, without payment after the postmark deadline, the \$25 fee will be assessed per registrant.
- Individual directors do not have the authority to wave this fee.
- Registrations may not be accepted after the postmark deadline.

### ***Refund Policy***

- 100% less \$25.00 for medical emergency cancellations up to the beginning hour of the rally/retreat/camp or with 7 days advance written requests;
- 50% less \$25.00 after the beginning hour of rally/retreat/camp for medical emergency cancellations only.
- No refunds for non-emergency cancellations after the beginning hour of rally/retreat/camp (i.e., no shows).
- No refunds or proration will be granted if a child/parent or adult decides to cut a camp short - whether the decision is made before or after rally/retreat/camp starts.
- If the camp decides that a child must go home due to illness or some other condition, up to the midpoint of camp, fees may be prorated with a cap of 50%.

After the midpoint of camp, no refund will be granted. This policy has been established because the camp programs incur costs in planning for any child or adult to be present at the camp. Food is purchased ahead of time as well as supplies for crafts and other events. Areas are charged for every meal and night's stay per person enrolled.

## ***Dress Code***

The Mission West dress code, which has been established- to enrich our camping environment, encourages respect for authority, disruption prevention, and the avoidance of safety hazards. Clothing should be appropriate for church camp and the following modes of dress are prohibited:

- Clothing, including tee shirts, which displays sex, violence, drugs, tobacco, alcohol, death, gang or hate slogans or pictures of anything rude, lewd or mean-spirited;
- Underwear as outerwear, exposed underwear or no underwear;
- Clothing that exposes cleavage such as "hip-hugger" pants, crop tops, bandanas as tops, or low cut blouses;

- Thong swim suits, tiny or "string" bikinis, or swimsuits exposing a great deal of cleavage or thigh;
- Open toe shoes after dark or bare feet anytime except for at the pool or in the dorms.

Enforcement and interpretation of the dress code will be at the director's discretion.

- I understand that consequences of not abiding by the rules of the community could include:

- a) Restriction of free time or recreational activities.
- b) Special duties for clean up or preparation.
- c) Other consequences which fit the situation in the judgment of the directors.

- I further understand that there are some activities which have SPECIFIC consequences in which the director has no choice but to enforce. This list is not exhaustive, but covers the type of dress code issues the Mission West policy hopes to eliminate.

### ***Transportation Policy***

Youth participants must be brought to an event by an adult. Under no circumstance can a youth drive herself or himself to the event. Parents and churches should arrange transportation for their youth. Youth participants who drive themselves to an event will be asked to leave.

Directors will then notify the parent and church that the youth is not at the event and the reasons why.

Young Adults are allowed to drive themselves to events. The event begins when the young adults arrive. The event does not cover them while they are driving.

### ***Mission West Late Arrivals/Early Departures Policy***

Late arrivals and early departures are discouraged in order to maintain the atmosphere that is created at Mission West Events. In the case of an emergency or unique situation, a letter can be written to the event director and the Area Youth Council (AYC) for a possible exception. Together they will discuss the feasibility of the request and its impact on the camping program.

**The resulting decision is final.**

Youth who arrive early are the responsibility of those who are bringing them and are not allowed to be left at the event. The staff at the events have other obligations and duties to perform before these activities start and cannot be held liable for any accidents or injuries.

Youth who show up to an event that are not registered and desire to attend, must check with the director to see whether it is feasible for them to attend. Depending on staff situations and event organization, the director may not be able to accommodate the youth. In that event, the youth must leave the event with the person that brought them.

### ***Mission West Alcohol Policy***

All youth camps, conferences, and retreats are ***non-alcohol events both*** for youth and adult volunteers. Those who bring or use alcohol will be asked to turn over the alcohol and to leave



the event. Appropriate notifications will be made.

## ***Mission West Drug Policy***

### ***DRUGS***

Zero Tolerance! Mission West has a zero tolerance policy for drugs at camp and conference. Any individual who possesses any type of illegal narcotic, inhalants, anabolic steroid or prescription medication (which is misused) at camp will be reported to the local police department and will be sent home following any legal action which may be taken (i.e. arrest, detention, etc.)

### ***What should be done if directors/sponsors find drugs at camp?***

Leave the drugs where they are found. Do not pick them up or move them. Secure the dorm or room in which they are found until the local police arrive. A director should involve another director and a counselor should tell a director. It is always better to have at least two adults aware of any type of legal situation. Call the local police immediately. When the police arrive, follow their lead. It does not matter if you know whether or not the substance that you find is really an illegal narcotic or what type you think it is. If you even think the substance is some type of drug, this procedure should be followed. The camp manager must also be informed.

### ***What should be done if a suspicion arises that drugs are at camp?***

Share your suspicions or information with the camp director or another staff person and follow up on the suspicion. If it is based on a rumor, find out where it came from and talk to that person or those people. If the suspicion turns out to be reasonable, decide what action to take. You may want to approach the individual(s) who are suspected or you may want to search belongings. This decision should probably depend on the reliability of the information that led to the suspicion in the first place.

### ***Can campers' belongings be searched legally for drugs?***

Yes. The situation is similar to students in public school. They have a reduced expectation of privacy at school; hence, locker searches. Since camp is a church-sponsored activity, there is no state action that can be taken. In other words, the Constitution technically does not apply, and campers cannot legally rely on any Fourth Amendment protections that would apply elsewhere. Although we can legally search belongings for any reason that would obviously be a bad practice. A good policy would be for two or more adults in a responsibility role to search based on any reasonable suspicion that drugs are present at camp. That can be limited to the belongings of one camper or expanded to the entire camp. That decision should be made based on the nature of the suspicion.

### ***How do we respond to campers talking about drugs?***

This depends on whether or not the campers are talking about possessing or using drugs at camp, or just talking about drugs in general. Obviously, if campers are talking about having or using drugs at camp, that should be followed up on as a suspicion. If campers are talking about drugs in general, or using drugs at home, perhaps that should be discussed in a small group setting or one-on-one with a counselor or director. There is no legal obligation to

report anyone for just talking about prior drug use or possession.

### ***How can we identify what specific drugs are?***

As stated above, it is not necessary to identify the drug. Some drugs can be confused for other drugs. Some general descriptions are:

**Marijuana:** Green or brownish leafy substance, may contain seeds, has a very distinct odor. May also be in the form of a blunt, which is marijuana rolled up in cigar type form.

**Cocaine:** White or off-white powder, may look like sugar or sometimes detergent. Usually is carried in small plastic baggies or pill bottles.

**Crack Cocaine:** Powder cocaine that has been cooked with a cutting agent, in rock or patty form. Usually is off-white or yellowish.

**Black Tar Heroin:** Starts out in big black chunks that look like charcoal. Chunks may have been run through a coffee grinder for personal consumption.

**Methamphetamine:** Usually an off-white or yellowish powder substance but can also be in liquid form. Has a very distinct pungent odor. It is a nasty smell that you can always identify once you have smelled it.

**Inhalants:** Inhalants include any toxic substance that can be ingested through the nose or mouth. Common substances used as inhalants include: glue, paint, paint thinner, cleaning solvents, aerosol substances etc.

**Anabolic Steroids:** Currently, there are more than 100 different types of anabolic steroids that have been developed and each requires a prescription to be used legally in the United States. They can be taken orally, injected intramuscularly, or rubbed on the skin when in the form of gels or creams. Common street names are: Arnolds, Gym Candy, Juice, Pumpers, Stackers, or Weight Trainers.

**Prescription Medication:** Any variety of prescription medication in pill, capsule, or ground into powder form, either in or without a prescription bottle. Campers should not have prescription or over the counter medication in their possession. All medication is to be turned in to the camp nurse, this includes Tylenol, Advil, etc. (Possession of "over the counter" medication does not constitute criminal action.) Asthma Respirators must be checked in with the camp nurse but can be carried by the camper.

### ***Mission West Weapons Policy***

#### ***What constitutes a weapon? The following are considered weapons:***

- Clubs: including, but not limited to, blackjack, nightstick, mace, tomahawk
- Explosive weapons: bomb or hoax bomb, grenade, rocket, mine, etc. \*
- Knives, throwing star, dagger, Bowie knife, sword, spear, switchblade knife\*
- Firearms
- Firearm silencers\*
- Brass Knuckles \*
- Machine gun\*
- Armor-piercing ammunition\*
- Zip gun\*
- Pepper spray, mace or any chemical dispensing device k. "Leatherman's" (a multifunction tool/knife)

\* All of these are prohibited weapons in either the State of New Mexico and/or the State of Texas (Title 10) as well. Firearms are permissible in certain circumstances, but never at camp. The "Leatherman" is also prohibited at camp.

### ***What should be done if weapons are found at camp?***

It depends on what type of weapon it is. If it is a prohibited weapon or a gun, the local police should be notified. If it is a knife, other than a switchblade, or other weapon that is not listed, it could be left to the discretion of the director. All weapons not reported to the police, need to be confiscated, and the area, parent/ guardian, and church needs to be notified. If appropriate, confiscated weapons may be returned at the end of the event.

### ***What if there is a suspicion of weapons at camp?***

The same procedure could and should be used as if the suspicion were of illegal drugs. It is imperative, however, that a suspicion of a weapon be resolved to the satisfaction of the director due to the dangerous nature of most weapons. Knowing a weapon could be at camp and not following up on the situation is an invitation to a lawsuit.

### ***Can campers' belongings be searched for weapons?***

Yes. For the same reasons that they can be searched for illegal drugs. Cabins, rooms, belongings, etc. can be searched, if necessary.

### ***Policy on Nicotine, Nicotine Gum and Patches***

All youth camps, conferences, and retreats are non-smoking/ no tobacco product events. Realizing that this may prohibit participation for some, the use of nicotine gum or patch by campers will be allowed only when administered by the camp nurse. Those wishing to use nicotine gum or patch while at camp must supply the approved product to the camp nurse who will dispense it to the participant. If a participant is under the age of 18, nicotine gum or patch will only be given by the camp nurse with the parent/guardian's permission as noted on the participant's health form. Those who use unapproved nicotine gum, patch-, or other products or who smoke will be asked to turn over the unapproved products and to leave the event. Appropriate notifications will be made.

### ***Policy on Electronic Devices***

**Cell phones are not allowed at camp.** This includes cell phones that take pictures. Youth participants who bring cell phones to camps, conferences, or retreats must turn the cell phone over to the event director while at the event. Cell phones will be returned after the event is concluded. Adult volunteers should not use their cell phones while at the event, except in cases of personal family or job-related emergencies. -

### ***Policy Concerning Video Cameras, Electronic Game Devices & Electronic Music Devices***

Video cameras and electronic game devices are not allowed at camp. Youth participants who bring video cameras and electronic game devices to camps, conferences, or retreats must turn the video camera or electronic game device over to the event director while at the event. Video cameras and electronic game devices will be returned after the event is concluded. Adult volunteers may use video cameras upon approval of the event director. Youth participants may use video cameras while supervised by an adult in a setting that is approved by the camp director. (ex. Video Scripture Lab) Electronic game devices include DVD players, computers,

Gameboys, and other hand-held electronic games. The director of the event retains discretionary rights to determine what is and is not an electronic game or music device.

**Electronic devices that play music** are not allowed at camp. This includes iPods, Discmans, MP3 players, tape decks, radios, etc. This is designed to promote the building of community and a spiritual environment. Electronic music devices for programming that are used by youth or adult volunteers at any other time at camp will be confiscated by an adult and held until the conclusion of the event by the event director. Event directors may approve the use of electronic music devices for appropriate supervised settings. (ex. Labs, worship, etc.)