

# Responsibilities of the Outdoor Ministries Committee

of the Virlina District Board – Church of the Brethren, Inc. Revised 11.08.2021

## OMC Responsibilities Summary

(Note: Also see Article V, Section E, number 2 AND Article VI, Section E, "Outdoor Ministries Committee" of the Constitution and By-Laws of the Virlina District Board - Church of the Brethren, Inc.)

### The OMC will assist the Camp Director to:

1. Develop and implement a mission statement and related materials.
2. Provide an effective program that meets the needs, interests, concerns, and future of the Church of the Brethren and communities served.
3. Generate and carry out annual goals and long-range plans with reference to long-range vision statements for Camp Bethel; make proposals to the District Board when appropriate.
4. Develop, adopt and periodically review policies, standards, and procedures for daily operations, program, and risk management.
5. Develop, adopt, and periodically review a Marketing Plan that includes public relations, communications, and marketing of the program and site to individuals, congregations, and community.
6. Provide and maintain the quality of facilities, equipment, and land necessary to fulfill programmatic needs and meet the high standards of safety and aesthetic quality.
7. Assist in orientation and training of new OMC members.
8. Develop and periodically review a Financial Plan that includes an annual Operational and Capital Budget, fiscal procedures and budgetary management, and fund-raising guidelines.
9. Appoint and coordinate subcommittees, task forces, etc. as needed for specific tasks.
10. In preparation for hiring a Camp Director, appoint three people to represent the OMC on the District Search Committee and receive a recommendation from the Search Committee. Pass on a recommendation to the District Board for final approval.
11. Participate in an annual performance review of the Camp Director during the first three years of her/his employment, and then every third year thereafter.
12. Review and approve bids and contracts for site development projects.
13. Develop, adopt and review personnel policies in coordination with the Virlina District Board.
14. Report to the Virlina District Board on the financial, program, and operational status of the Camp.

### Member Duties

When a person accepts a position of responsibility on the OMC, a commitment is being made to:

1. Attend regular meetings of the OMC and assigned subcommittee; share in the responsibility of effective decision-making.
2. Accept responsibility for formulating, adopting, and evaluating policy decisions.
3. Interpret and support the decisions and programs of the organization and staff to constituent groups.
4. Take responsibility for implementing designated OMC policies and decisions as assigned.
5. Support the organization with personal abilities, skills, and resources.
6. Be involved in, or visit enough to see and know first-hand about the operation and program of the organization.
7. Contact advocates of congregations in the District periodically to answer questions, receive concerns, promote programs, and give encouragement.

### OMC Executive Committee

*Responsible To: OMC of the Virlina District Board*

*Main Functions: To serve as the oversight committee for all functions of the OMC, and to serve as the Personnel Subcommittee of the OMC.*

**Structure:** The OMC Executive Committee (OMEC) consists of the Chairperson of the OMC, the Chairpersons of each subcommittee (Finance, Property, and Program), the Vice-Chair of the OMC, the Secretary of the OMC, the Camp Director (ex-officio), and the Virlina District Treasurer (ex-officio). Six (6) voting members and two (2) ex-officio members.

### Duties:

1. OMC Chair shall oversee OMEC and OMC meetings. OMC Chair shall be a voting member of the Virlina District Board Executive Committee and the Virlina District Board. OMC Chair is encouraged to represent the OMC at meetings of the Stewardship Commission without a vote.
2. Develop, implement and review personnel policies in coordination with the Virlina District Board, and make recommendations to the OMC.

3. Assist the Camp Director to develop and implement a mission statement and related materials, for recommendation to the OMC.
4. Periodically review policies, standards, and procedures for daily operations, program, and risk management.
5. Assist the Camp Director in selecting the other full-time Camp Bethel staff. Camp Director has final hiring authority with approval of the Virlina District Board.
6. Assist in training of new OMC members.
7. Participate in an annual performance review of the Camp Director for her/his first three years of employment, then every third year thereafter.
8. Develop and maintain the position description for Camp Director. With the Camp Director, evaluate other staff position descriptions on a regular basis. Make position description recommendations to OMC.
9. Be available to meet with Camp staff members privately as needed.
10. Manage all functions of the OMC and set direction and short-term agendas for the OMC meetings.
11. Serve as OMC liaison to the Food Services Coordinator, Guest Services Coordinator, and Office Manager, providing direct support to these staff and meeting at least once annually with each.

### **Finance Subcommittee**

*Responsible To: OMC of the Virlina District Board*

*Main Function: To see that all organizational financial matters are transacted according to sound financial principles.*

**Structure:** Four (4) OMC members shall volunteer to serve on the Finance Subcommittee annually during re-organization at the Virlina District Conference. These four shall call:

1. one (1) Finance Subcommittee Chairperson, who shall serve on the Outdoor Ministries Executive Committee and also represent the OMC during meetings of the Commission on Stewardship of the Virlina District Board (without a vote), and
2. one (1) Representative to the Virlina District Board (with a vote),
3. one (1) representing member of the "Adopt-a-Facility" Team organizing and encouraging congregational adoption and improvements of all camp facilities, along with one member from Property Subcommittee and one member from Program Subcommittee, and

### **Duties:**

1. Serve in one of three roles defined in the "Structure" section above.
2. Help prepare, review, and set goals for annual budget for recommendation to the OMC for adoption.
3. Review on a monthly basis the Balance Sheet and Operating Statement to date.
4. Meet to review the annual audit.
5. Give counsel and input for forming and establishing fiscal power, for example, borrowing power, to District Stewards Commission and District Board.
6. Review with the Camp Director financial statements and procedures.
7. Establish guidelines regarding options for investment of funds.
8. Work with development or vision committees and the Virlina District Commission on Stewardship in determining goals and plans for operating and capital funds.
9. Work with the Director in developing procedures and forms for calculating and evaluating camper/day costs, and setting annual fee structures.
10. Report financial status and information to the full OMC at each OMC meeting.
11. Recommend guidelines for fundraising activities; review and approve all fundraising activities.
12. Annually assist and support and/or serve as the Camp Bethel Benefit Golf Tournament Committee.
13. OMC Finance Subcommittee members are strongly encouraged to attend all meetings of the Commission on Stewardship of the Virlina District Board (without a vote).

### **Program Subcommittee**

*Responsible To: OMC of the Virlina District Board*

*Main Function: To work with program staff in planning and implementing the summer camp program and other programs throughout the year.*

**Structure:** Four (4) OMC members shall volunteer to serve on the Program Subcommittee annually during re-organization at the Virlina District Conference. These four shall call:

1. one (1) Program Subcommittee Chairperson, who shall serve on the Outdoor Ministries Executive Committee, and
2. one (1) representing member of the upcoming Sounds of the Mountains Festival Committee, along with the Program Coordinator, and

3. one (1) representing member of the "Adopt-a-Facility" Team organizing and encouraging congregational adoption and improvements of all camp facilities, along with one member from Finance Subcommittee and one member from Property Subcommittee, and

**Duties:**

1. Serve in one of three roles defined in the "Structure" section above.
2. Work with Camp Director and Program Coordinator to assist in establishing goals and objectives for camper development and year-round programming.
3. Work with Camp Director and Program Coordinator to assist in developing, meeting, and maintaining (including a periodic review) program policy and procedure guidelines that meet or exceed ACA standards.
4. Assist the Camp Director in selecting the Program Coordinator. Camp Director has final hiring authority with approval of the Virlina District Board.
5. Work with Camp Director/Program Coordinator on summer camp program including dates, theme and curriculum decisions.
6. Provide input and approval for the paid summer program staff.
7. Work with the Guest Services Coordinator/Program Coordinator/Camp Director in planning and conducting year-round camp programs including Memorial Day Weekend, Labor Day Weekend, Heritage Day, etc.
8. Prepare and monitor a yearly budget for program materials, activities, and equipment.
9. Conduct an annual evaluation of the summer program and make recommendations for changes and improvements.
10. Assist in developing promotional materials for camp program.
11. Serve as OMC liaison to the Program Coordinator, providing direct support to and meeting at least twice annually with the Program Coordinator.
12. Annually assist and support the Sounds of the Mountains Festival Committee. OMC Program Subcommittee members are strongly encouraged to attend all meetings of the Sounds of the Mountains Committee.

**Property Subcommittee**

*Responsible To: OMC of the Virlina District Board*

*Main Function: To plan and implement the development and expansion of camp site and facilities and oversee maintenance and repairs.*

**Structure:** Four (4) OMC members shall volunteer to serve on the Property Subcommittee annually during re-organization at the Virlina District Conference. These four shall call:

1. one (1) Property Subcommittee Chairperson, who shall serve on the Outdoor Ministries Executive Committee, and
2. one (1) "Parking Czar" responsible for securing helpers to manage guest parking during the Sounds of the Mountains Festival in April and the Heritage Day Festival in October, and
3. one (1) leader and point-person of the "Adopt-a-Facility" Team organizing and encouraging congregational adoption and improvements of all camp facilities, along with one member from Finance Subcommittee and one member from Program Subcommittee, and

**Duties:**

Work with Camp Director, Facilities Manager, and Guest Services Coordinator to:

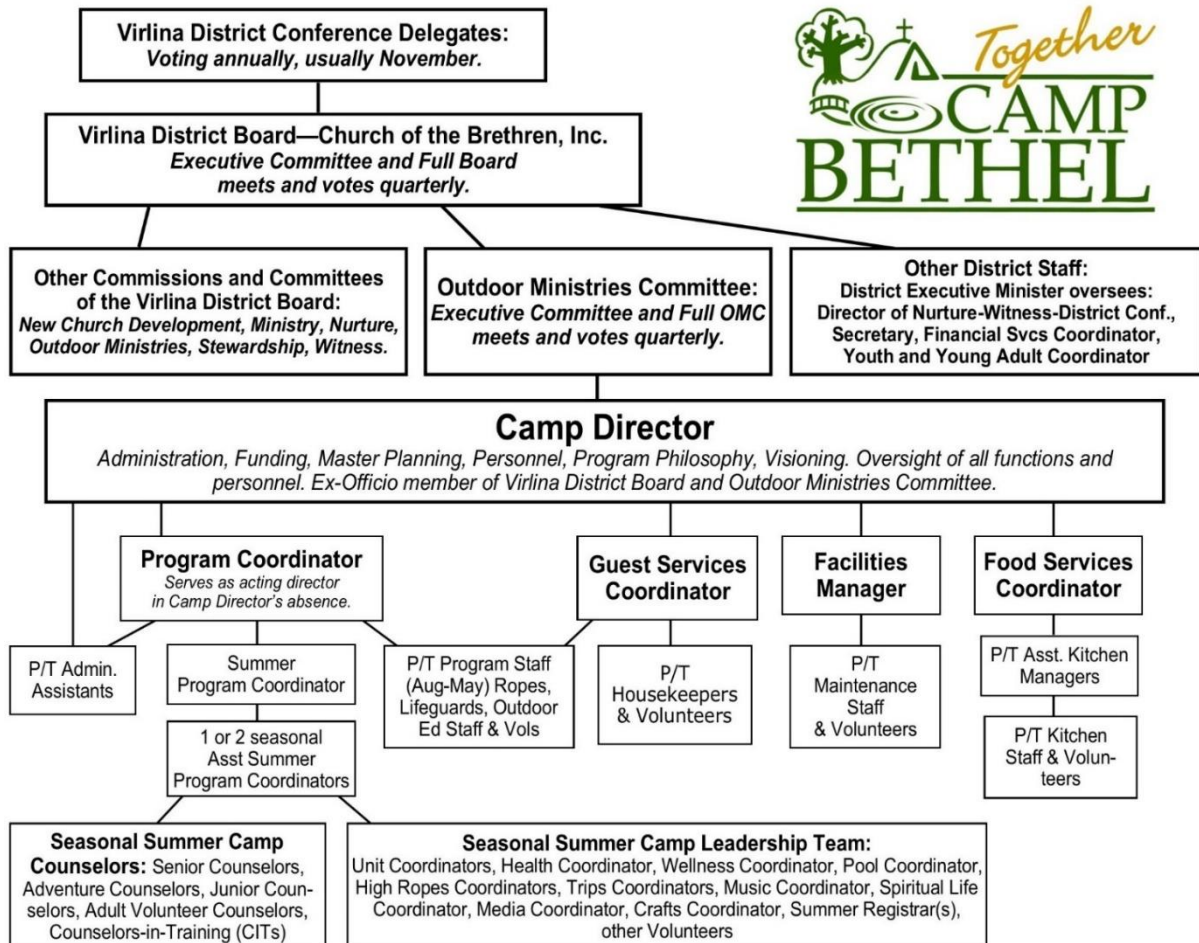
1. Serve in one of four roles defined in the "Structure" section above.
2. Provide direction and oversight for the development, expansion and maintenance of the camp site as per the site development plan, annual goals, and conforming with ACA standards. This includes active involvement in the camp's "Adopt-a-Facility" program or congregational assistance.
3. Assist the Camp Director in selecting the Facilities Manager. Camp Director has final hiring authority with approval of the Virlina District Board.
4. Prepare a yearly budget for site development and maintenance.
5. Record, diagram, and update the layout of the camp to include proper water, electric and sewage systems.
6. Provide oversight of inspections and repairs of buildings, vehicles, equipment and all contracted work.
7. Establish a list of safety procedures for all groups using the Camp.
8. Prepare and update annually a 5-year Capital Improvement Plan.
9. Develop and implement a Risk Management Plan.
10. Serve as OMC liaison to the Facilities Manager, providing direct support to and meeting at least twice annually with the Facilities Manager.
11. Annually assist and implement Camp Bethel's Heritage Day Festival (always the first Saturday of October).
12. Recruit volunteers and assist with Camp Bethel's spring and fall Volunteer Workdays, usually the first Saturdays of April and November.

# OMC Organizational Chart



# Camp Bethel Organizational Chart

Revised 01/28/2021



# Camp Bethel Director's report to the 2022 Virgina District Conference

Written on October 19, 2022

Every summer, I begin our Staff Training by tossing a stone into the Spring Pond. **Kerplunk!** As the ripples move outward, I explain to our Summer Staff that the energy of the ripples doesn't stop at the edge. Theoretically that energy (arm to stone to water to waves to ground) continues infinitely as it circles and recircles the Earth. Likewise, each moment at Camp Bethel: a smile, a song, a campfire, a meal, a kind word, a lesson... each shared expression of God's love lasts forever for each person involved. Miraculous, mountain-top moments, and mundane moments become miraculous by people positively impacting other people; on and on and on. During my 20+ years as Director, I have witnessed first-hand the positive impact that these experiences at Camp Bethel have on our campers, our summer staff, and our guests. And yet, it still requires the initial energy of an individual decision to share God's love. Like drops rippling outward on the Spring Pond, you too can continue making an impact. Your prayers, participation, self-allocations, and extra gifts transform into extraordinary experiences at Camp Bethel: Together with God, each other, and creation.

Our **2022 Summer Camps** were a tremendous success, despite continued challenges and concerns about COVID-19. Coordinator Training was May 23-27, Staff Training was May 30-June 10, and weekly camps were June 12-August 5. Our Counselors provided excellent care, and the Holy Spirit was alive and present! Our curriculum, "What's in a Name?" helped us recognize our encounters with the miraculous and the mundane, and the mundane made miraculous. 785 campers registered, including 54 for the return of Carilion Camp Too Sweet June 26-July 1 and 33 participants in our return to Parent-Child Overnight Camp June 3-4. (By comparison, in 2021 we had 554 total campers, and we in "normal" summers we serve between 1,000-1,200 campers.) 106 campers received Good-as-Gold funding from Virgina congregations totaling \$35,426. We granted camperships to 41 families totaling \$14,395. 97 families chose the "Sustainers Fee" for their camper, donating an additional \$4,850 to Camp Bethel. 2022 was 262 campers' first time at Camp Bethel (33%). Our renewed health and safety protocols, including screening and testing, helped us prevent most (but not all) COVID cases from entering the weekly population. Throughout, we coordinated with the Virginia Department of Health, and we maintained full transparency in our parent communications. 88 families pre-registered for 2023 camps, and next summer is promising to be extraordinary-and-fun! See the 2023 camps schedule at [www.CampBethelVirginia.org/camps](http://www.CampBethelVirginia.org/camps).

Like all other camps and summer employers in Virginia, we struggled to find enough Summer Staff. We provide competitive weekly pay for Counselors and Kitchen Staff with recruitment bonuses. We hired 40 (just enough) Counselors and Coordinators, and just enough Kitchen Staff. Our **Staff Adoption Program** expanded in 2022 to 11 congregations and 1 ministers' group. We provided each of our 40 summer staff (counselors and coordinators) a \$300 end-of-summer bonus for completing their contract! The adopting congregations and their adopted staff were mutually blessed by these new relationships. Our staff performed at a higher level, in part, due to the adoption program. Our ability to declare this is an extremely valuable recruitment tool. Information and a donor portal is at [www.CampBethelVirginia.org/adopt](http://www.CampBethelVirginia.org/adopt).

We seek industrious and resilient young adults for our 2023 Summer Staff of Counselors and Kitchen Staff. Counselors serve May 29 to July 22, pay is \$320+/week, plus a \$300+ end-of-summer bonus, plus recruitment bonuses, plus retention bonuses. Kitchen Staff serve May 29 to August 19, pay is \$425-or-\$510/week. Details and applications are at [www.CampBethelVirginia.org/staff](http://www.CampBethelVirginia.org/staff).

We hope 2022 is the final year in which our **events and fundraisers** are replaced by necessary alternatives or Zoom meetings:

- In place of our December 2021 Christmas Together Banquet, we once again baked and sold 98 boxes of Christmas Desserts and raised \$1,970. The in-person Christmas Together Banquet returns December 8, 2022.
- February 5-6, 2022: 62 campers and 23 staff enjoyed our rescheduled Winter Camp Youth and Kids' Retreat. Next Winter Camp is scheduled for January 7-8, 2023
- March 4, 2022: Our Camp Rep Meeting was a Zoom call. The in-person Camp Representative Luncheon returns February 12, 2023.
- April 1, 2022: 65 Volunteers completed dozens of tasks and projects at our Spring Volunteer Workday.
- April 8-9, 2022: After two years of online videos, our 2022 Sounds of the Mountains Story Festival returned as a live-and-in-person event, raising \$32,583. The Festival returns March 31-April 1, 2023, with Donald Davis, Adam Booth, Joe Collins, Beth Horner, and Kim Weitkamp. Tickets, schedule and more at [www.SoundsoftheMountains.org](http://www.SoundsoftheMountains.org).
- April 10, 2022: With all the festival chairs and stage and food still set up, we hosted a meaningful memorial service for Buddy Crumpacker in the Gym. From December 2021 through July 2022, we received 42 gifts in Buddy's memory totaling \$6,092 with

which we purchased new tractor implements: a new bushhog and a new finish mower, both of which Buddy would have enjoyed using at Camp Bethel.

- May 27-30, 2022: Memorial Day Family Weekend was well attended. Every facility and campsite was occupied, plus dozens of families camping in the Cave Trail Field. We held our first community pot-luck dinner since 2019 on Sunday May 29 in the Shelter-by-the-Spring.
- May 29, 2022: A Service of Dedication for the new Bandage Box Cottage.
- After our own summer camps concluded, we hosted Guest Camps, including William Byrd High School Band Camp, West Salem Baptist Youth Camp, VCU Camp Kesem, and Salem High School Band Camp.
- September 2-5, 2022: Labor Day Family Weekend was well attended.
- September 3, 2022: 78 participants, 6 sponsors, and dozens of donors and volunteers enjoyed our 6th annual "Camp Bethel PEP!" 5K and brunch, raising \$5,531. Race times, photos, and details about the 2023 5K is at [www.CampBethelVirginia.org/5K](http://www.CampBethelVirginia.org/5K). Join us on September 2, 2023 for the next 5K.
- September 4, 2022: We held a ribbon cutting to officially open our 9-hole Disc Golf Course. An information kiosk, parking zone, and tee boxes are coming soon. Hole Sponsorship opportunities and information is at [www.CampBethelVirginia.org/DiscGolf](http://www.CampBethelVirginia.org/DiscGolf).
- September 28, 2022: Our 28th annual Camp Bethel Benefit Golf Tournament was another successful event with 106 golfers and 33 sponsors and donors raised \$16,670. Join us September 27, 2023 for the next Golf Tournament.
- October 1, 2022: Heritage Day Festival was replaced again by Congregational Events during October and November. We are so grateful to each congregation who held individual fund-raisers, meals, or food/craft sales in honor of Heritage Day. Staff and the Outdoor Ministries Committee will encourage and recruit returning and "new" congregations to reboot and restart Camp Bethel's "Homecoming and Heritage Day" for October 7, 2023. [www.CampBethelVirginia.org/HeritageDay](http://www.CampBethelVirginia.org/HeritageDay).

Guest Group Reservations continue to rebuild closer to "pre-pandemic" levels and despite continued cancellations and rescheduling. By comparison, in 2019 we hosted 263 guest groups or events on 50 of 52 weeks and weekends. In 2022 we will host 219 guest groups or events on 43 of 52 weeks and weekends, including Your Outdoor Classroom and KinderCrittters outdoor education. Visit [www.CampBethelVirginia.org/groups](http://www.CampBethelVirginia.org/groups) for information and prices, including significant Virginia group discounts.

Mickey Nichols and his maintenance team continued to do an excellent job keeping up with repairs, grounds maintenance, and site and facility improvements. Mickey doesn't ask for much, and he does a lot with a little. So, when he does express a need, we know it's legitimate! Sadly, our old lawn mower died this year, and Mickey's research pointed us to a Cub Cadet Pro X 160S. We're \$9,000 away from our funding goal. You can help at [www.CampBethelVirginia.org/donate](http://www.CampBethelVirginia.org/donate), (choose New Mower Fund). Ongoing site and facility projects include Ark Pond and Dam repair; Gym roof repair; Bandage Box Cottage gutters and downspouts; Ark downspouts; Ark roof (auxiliary kitchen); Crowder House (568 Bethel Road) repairs and needs in 2023. Two memorial escrows totaling \$74,331 are for repair of the Ark Dining Hall floor, with leftover going to potential Ark entranceway improvements as discussed in the Master Site Plan and "Seed, Scattered and Sown" campaign goals. Under advisement from the Virginia Department of Health, we will soon make necessary (and expensive) repairs to our 50-year-old well to ensure continued viability. Construction bids for the long-planned 15-site RV Village far exceed available funds from the "Seed, Scattered and Sown" campaign and remaining "Nolley Escrow" funds. We are regrouping, to see what aspects of the project camp can be completed by our own staff and volunteer help and to see how many campsites we can construct with the money we have. We remain committed to building new RV campsites, but the scope of the plans must be reduced. We were extremely blessed in 2022 by Judy Mills for gifting her 1999 Subaru Wagon, and by David and Fonda Wilson for gifting their 2006 Dodge Caravan.

The **Outdoor Ministries Committee** met quarterly and guided all aspects of the camp's administration, personnel, programs, property, and finances. Special thanks to Charles Huffman (Germantown Brick) and Junior King (Mount Hermon) for completing two 3-year terms on OMC. The OMC and the Virginia District Board have called a search committee and an application process in the coming weeks with hopes to select a new Camp Director before April 1. Information will be available at [www.CampBethelVirginia.org/jobs](http://www.CampBethelVirginia.org/jobs).

We are all-too-well aware of how disruptive and "unprecedented" the past three years have been. We at Camp Bethel are maintaining our mission through the hard work and creativity of our staff and volunteers, through dozens of donations from individuals, families, congregations, and groups, and through God's ever-present love. Even so, increased expenses and the slower-than-expected return to "normalcy" has an exaggerated effect on non-profit ministries like Camp Bethel. By comparison, donations and fundraisers accounted for about 45% of our total income over 2020 and 2021. So far in 2022, donations and fundraisers only make up 18% of our total income, and total giving is down by \$50,000 (44%). Obviously, we still need your gifts and your advocacy to help Camp Bethel remain viable through 2022 and into 2023.

This annual written report is only a glimpse into this complex, exciting, challenging, and joyful year at Camp Bethel. Finance reports do not tell the whole story. Every day at camp is a unique episode with real-life complicated and wonderful characters. We are privileged to be in ministry with hundreds of summer campers and their families plus thousands of guests, visitors, students, volunteers, and Virlina District members. Our ongoing success at Camp Bethel requires an immense amount of work and time by our Staff and the Outdoor Ministries Committee. 2023 will be an important year of transition in the Virlina District and at Camp Bethel. Ensure that your congregation is represented by one or more persons at our Camp Supporter Luncheon on February 11, 2023, 12:00-3:00 ([www.CampBethelVirginia.org/Rep](http://www.CampBethelVirginia.org/Rep)). Please participate in as many camp events as possible during this important coming year.

We are truly blessed by an excellent management team at Camp Bethel, including **Kathleen Nettnin** (Program Coordinator), **Mickey Nichols** (Facilities Manager), and **Daniel Naff** (Food Services Coordinator). **Elizabeth Brancati** is our part-time Office Assistant, **George Shockley** and **Christian Sullivan** are our part-time Maintenance Assistants, **Beth Wiegandt** is our part-time Outdoor Educator, and **Melissa Browning** is our part-time Housekeeper. After 2.5 years serving as our Resident Intern, **Spencer Knox** departed on August 31 for AmeriCorps at Seneca Rocks in West Virginia. Thank you, Spencer! **Kathleen Nettnin** began on March 15 as our new Program Coordinator. Kathleen served for six years on our summer camp staff, and she brings a wealth of experience and a love for camp. "Ever since my first summer, I have longed for the opportunity to serve on staff full time. My experiences on summer staff shaped who I am today. I learned what it means to be the 'I'll Do It! Person' and that 'Fun people can have fun doing anything!' Once a camp counselor, always a camp counselor!"

On June 30, 2023, after 38+ years of camp staff experience including 20+ years at Camp Bethel, I will hand over responsibilities to the next Camp Director. ***I have loved all of it, our Camp Bethel***, and I especially treasure the relationships with coworkers, summer staff, campers and families, congregations, committees, volunteers, guest groups, business partners, and peers in camping in Virginia and across the country. Camp Bethel is 'sacred ground' because of these relationships. Since this is my final District Conference Report as your Camp Director, I want you to know how much I appreciate your help and kindness over the years. We've experienced tremendous growth and success these past twenty years, and we've expanded the reach of our ministry by following a 'Program First' philosophy. I will remain available to help the next Director, and I hope to volunteer as much as possible in the life of the camp, including the 100th anniversary events in 2027. I trust we can count on your continued support and participation in the life and ministries of your Outdoor Ministry, Camp Bethel. I am excited for God's continued work through you at Camp Bethel, and I am incredibly grateful for my time serving with you and our excellent staff.

**Thank you, Virlina District congregations**, for your continued support of Camp Bethel. As we strive for continued excellence, please encourage your congregation to increase self-allocations, volunteerism, and participation in Camp Bethel's ministries. Pray for the staff, the Virlina District Board, and the Outdoor Ministries Committee, and all our campers, volunteers, and supporters. Your continued advocacy is a great blessing! Like ripples on the Spring Pond, your prayers, participation, and extra gifts transform into extraordinary experiences at Camp Bethel: Together with God, each other, and creation.

*TOGETHER*, in Christ our hope,

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