



328 Bethel Road, Fincastle, Virginia 24090

phone: 540-992-2940

CampBethelOffice@gmail.com

www.CampBethelVirginia.org



DATE: October 17, 2017  
TO: Outdoor Ministries Committee: Continuing Members, Board Appointed Members & Ballot Nominees  
FROM: Barry S. LeNoir, Camp Director  
RE: OMC Reorganization

The Outdoor Ministries Committee will reorganize during the lunch break at District Conference on Saturday, November 11, 2017 at Grandin Court Baptist Church, 2660 Brambleton Avenue, (Route US 221), Roanoke, VA.

The continuing and newly appointed (by District Board) OMC members are as follows:

Allison Mullins (20-2)	[Cedar Bluff]	Board Appointed	(OMEC 2017)
Bill Broyles (18-1)	[Roanoke, Oak Grove]	Conference Elected	
Emely D'Oleo (18-1)	[Roanoke, Renacer]	Conference Elected	
Samuel C. Foster (20-1)	[Cloverdale]	Board Appointed	
Carol Hinton (18-2)	[Bethlehem]	Board Appointed	(OMEC 2017)
Charles Huffman (19-1)	[Germantown Brick]	Conference Elected	
Junior King (19-1)	[Mount Hermon]	Board Appointed	
Sam Light (19-2)	[Roanoke, Ninth Street]	Conference Elected	
Stephanie Naff (19-2)	[Mount Hermon]	Board Appointed	(OMEC 2017)
Naomi Powers (18-1)	[Masons Cove]	Board Appointed	(OMEC 2017)

The following are nominees on the 2017 ballot and **TWO** will be elected by District Conference:

Sharon Flora (20-2)	[Roanoke, Oak Grove]
Rebecca Rhodes (20-1)	[Roanoke, Central]
Caleb Quinn (20-1)	[Roanoke, Ninth Street]
Zachary Tabor (20-2)	[Nineveh]

Election results will be announced before lunch. The two elected and all continuing and newly appointed members will attend the OMC reorganization meeting in the Old Friendship Classroom on the lower level. If you reserve a lunch, it will be waiting for you in that room (don't go to the gym to pick up lunch). Attendance instructions and your Meal Reservation Form are on page 2 of this letter. We recognize two persons will not be elected, but if you want lunch, you must return your Meal Reservation (on page 2) to the District Resource Center by October 27.

During the OMC reorganization the following positions will need to be filled: OMC Chair, Vice-Chair and Secretary, plus, Finance Committee Chair, Program Committee Chair, and Property/Facilities Committee Chair. The OMC Chair must have served at least one year on OMEC (Outdoor Ministries Executive Committee). Please reflect/pray about how you might wish to serve. See the attached, "OMC 2017 Responsibilities" (pages 3-7) for detailed information about what each role involves AND how each member helps in other events or other committees. District Board chooses our 13<sup>th</sup> member.

**OMC Meetings for 2017-2018:**

- Dec 2, 2017 (Sat): Virilina District Board & OMC Retreat.
- Feb 3 (Sat): 9:00am OMEC Meeting & 10:00 OMC Meeting.
- Apr 7 (Sat): 10:30am OMEC meeting & 11:30am OMC meeting.
- June 19, 2018 (Tue) 5:30pm: OMC Dinner w/ campers & meeting.
- Aug OMC budget meeting TBD based upon the announced date of the District Board Executive Committee meeting in August.
- Nov 9-10, 2018: Virilina District Conference, location TBD.
- Dec 1, 2018 (Sat): Virilina District Board/OMC day at Camp Bethel.

**Virilina District Board meetings for 2017-2018:**

- Dec 2, 2017: District Board Retreat at Camp Bethel, 9 a.m. to 3 p.m.
- Feb 17, 2018: Roanoke, Ninth Street Church of the Brethren, 9 a.m. to 3 p.m.
- May 19, 2018: Schoolfield Church of the Brethren, 9 a.m. to 3 p.m.
- Sept 15, 2018: Topeco Church of the Brethren, 9 a.m. to 3 p.m.
- Dec 1, 2018: District Board Retreat at Camp Bethel, 9 a.m. to 3 p.m.

Together, in Christ our hope,

Barry LeNoir  
Camp Bethel Director

**COMPLETE THESE 2 STEPS BEFORE OCTOBER 27!**

**Step 1: OMC Reorganization at District Conference: RSVP to Barry LeNoir.**

Will you be attending the OMC reorganization meeting on Saturday, November 11 at 12:00 noon? (Only those who are currently serving or those called will need to attend.) **E-MAIL YOUR RESPONSE TO BARRY LENOIR at CampBethelOffice@gmail.com: YES, I will attend! NO, I will not be able to attend.**

**Step 2: Lunch Plans: Reserve your lunch with this form and send to Tabitha Rudy at [Virlina2@aol.com](mailto:Virlina2@aol.com).**

If you plan to order a box lunch and have not already done so, use the following form to reserve your lunch.

- **Cost:** \$10.00 per person (no refunds after October 27)
- **Caterer:** Henry County Public Schools
- **Menu:** grilled marinated sliced chicken breast with herb mayo served on a sub roll with lettuce and tomato, broccoli salad, chips, a fruit cup and cookie. Bottled water and Crystal Light flavor sticks are included. *A gluten free option is available.*
- **Tickets** will be distributed on Friday evening and Saturday morning at the meal ticket table at the entrance to Conference. No extra tickets will be sold at District Conference.
- **Registration Deadline:** October 27. *If you are unable to send payment for lunch by October 27 but want a lunch, PLEASE E-MAIL TABITHA HARTMAN with your reservation by October 27 to [Virlina2@aol.com](mailto:Virlina2@aol.com).*

**2017 Virlina District Conference Lunch Reservation Form**

Name	Regular Lunch \$10.00	Gluten Free Lunch \$10.00

Total number of lunches: \_\_\_\_\_ Amount Enclosed: \_\_\_\_\_

Return this form with payment by October 27 to: Virlina District Resource Center  
3402 Plantation Road, NE  
Roanoke, VA 24012

OR e-mail details to [Virlina2@aol.com](mailto:Virlina2@aol.com).

# Responsibilities of the Outdoor Ministries Committee of the Virlina District Board – Church of the Brethren, Inc.

Revised 11.08.2016

## 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 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), the Associate District Executive (ex-officio), and the Virlina District Treasurer (ex-officio). Six (6) voting members and three (3) 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 shall 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 Director and the Office Manager, providing direct support to these staff and meeting at least once annually with the Food Services Director and once annually with the Office Manager.

### **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 [2016-2019 Congregational Phase Subcommittee of the "Seed, Scattered and Sown" Mission Resourcing Campaign Committee], and
4. one (1) representing member of the [2017-2019 Camp Bethel R.V. Village and Road Improvement Committee, along with one member from Program Subcommittee, two members from Property Subcommittee, the Camp Director (ex-officio), the Facilities Manager (ex-officio), and the Guest Services Coordinator (ex-officio)].

### **Duties:**

1. Serve in one of four 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 Stewards Commission 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 appoint, organize, 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 [2016-2019 Congregational Phase Subcommittee of the "Seed, Scattered and Sown" Mission Resourcing Campaign Committee], and
4. one (1) representing member of the [2017-2019 Camp Bethel R.V. Village and Road Improvement Committee, along with one member from Finance Subcommittee, two members from Property Subcommittee, the Camp Director (ex-officio), the Facilities Manager (ex-officio), and the Guest Services Coordinator (ex-officio)].

**Duties:**

1. Assist in establishing goals and objectives for camper development and year-round programming.
2. Assist in developing, meeting, and maintaining (including a periodic review) program policy and procedure guidelines that meet or exceed ACA standards.
3. Assist the Camp Director in selecting the Program Coordinator. Camp Director has final hiring authority with approval of the Virlina District Board.
4. Work with Camp Director/Program Coordinator on summer camp program including dates, theme and curriculum decisions.
5. Provide input and approval for the paid summer program staff.
6. 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.
7. Prepare and monitor a yearly budget for program materials, activities, and equipment.
8. Conduct an annual evaluation of the summer program and make recommendations for changes and improvements.
9. Assist in developing promotional materials for camp program.
10. Serve as OMC liaison to the Program Coordinator, providing direct support to and meeting at least twice annually with the Program Coordinator.
11. Annually appoint, organize 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) representing member of the [2016-2019 Congregational Phase Subcommittee of the "Seed, Scattered and Sown" Mission Resourcing Campaign Committee], and
3. two (2) representing members of the [2017-2019 Camp Bethel R.V. Village and Road Improvement Committee, along with one member from Finance Subcommittee, one member from Program Subcommittee, the Camp Director (ex-officio), the Facilities Manager (ex-officio), and the Guest Services Coordinator (ex-officio)].

**Duties:**

Work with Camp Director and Facilities Manager 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.
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 organize and implement Camp Bethel's Heritage Day Festival (always the first Saturday of October).

### **Camp Bethel 2017-2018 Events and OMC Meetings**

(OMC meetings are in **BOLD**; Events we need OMC help are in *ITALICS*)

*Nov 4, 2017 (Sat), 7:30am: Fall Workday, RSVP meals.*

**Nov 10-11: Virlina District Conference at Grandin Court Baptist Church.**

**Dec 2, 2017 (Sat): Virlina District Board & OMC Retreat.**

*Dec 7, 2017 (Thurs): Christmas TOGETHER Banquet, RSVP.*

Dec 29, 2017 (Fri): Summer Staff & CIT Reunion.

Dec 30-31, 2017 (Sat-Sun): Winter Camp New Year Party & Program.

Jan 8, 2018: Summer Camp Registration OPENS.

**Feb 3 (Sat): 9:00am OMEC Meeting & 10:00 OMC Meeting.**

Feb 16, 2018 (Fri): CPR w/ AED Certification Training.

Feb 17-18, 2017 (Sat-Sun): Wilderness First Aid Certification Training.

*Feb 17, 2018 (Sat), 12:00noon: Camp Supporter Lunch, RSVP.*

*Mar 8, 2018 (Thurs), 6:30pm: Sow the Seed Campership Banquet, RSVP.*

*Apr 7, 2018 (Sat) 7:30am Spring Workday & 1:00pm Luncheon.*

**Apr 7 (Sat): 10:30am OMEC meeting & 11:30am OMC meeting.**

*Apr 27-28, 2018 (Fri-Sat): 17th Sounds of the Mountains Festival.*

May 25-28, 2018: Memorial Day Family Weekend & Concerts, RSVP meals.

May 26, 2018 (Sat), Family Day/Summer Camp Open House, 1:00-4:00pm.

May 28-June 8, 2018: Summer Staff Training.

June 1-2, 2018: Parent-Child Overnight Camp.

*June 3, 2018 (Sun) 6:00pm: OMC + Summer Staff + Summer Volunteers Pot Luck Dinner in Ark.*

*June 8, 2018 (Fri) 5:30pm: Summer Staff Commissioning Dinner/Family Picnic.*

June 10-August 3, 2018: Summer Camps & Family Adventures.

**June 19, 2018 (Tue) 5:30pm: OMC Dinner w/ campers & meeting.**

July 22-August 18, 2018: Guest Camps & Band Camps.

*Aug 22, 2018 (Wed): 24th Annual Benefit Golf Tournament & Banquet.*

*Aug 25, 2018 (Sat): Camp Bethel PEP! 5K Run/Walk.*

**Aug OMC meeting TBD.**

Aug 31-Sept 3, 2018: Labor Day Family Weekend

*Oct 6, 2018 (Sat): 34th annual Heritage Day Festival.*

*Nov 3, 2018 (Sat): Fall Volunteer Workday.*

**Nov 9-10, 2018: Virlina District Conference, location TBD.**

*Nov 11-15, 2018 (Sun-Thu): OMA National Retreat at Camp Bethel.*

**Dec 1, 2018 (Sat): Virlina District Board/OMC day at Camp Bethel.**

*Dec 6, 2018 (Thu): Christmas TOGETHER Banquet.*

Dec 28, 2018 (Fri): Summer Staff Reunion & Potluck Dinner.

Dec 29-30, 2018: Winter Camp.

# OMC Organizational Chart



# Camp Bethel Organizational Chart

