

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

Revised 10.19.2018

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), 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 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
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 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 Virilina District Board (without a vote).

Program Subcommittee

Responsible To: OMC of the Virilina 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 Virilina 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
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:

Work with Camp Director and Program Coordinator to:

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 Virilina 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 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 Virilina 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 Virilina District Conference. These four shall call:

1. one (1) Property Subcommittee Chairperson, who shall serve on the Outdoor Ministries Executive Committee, and

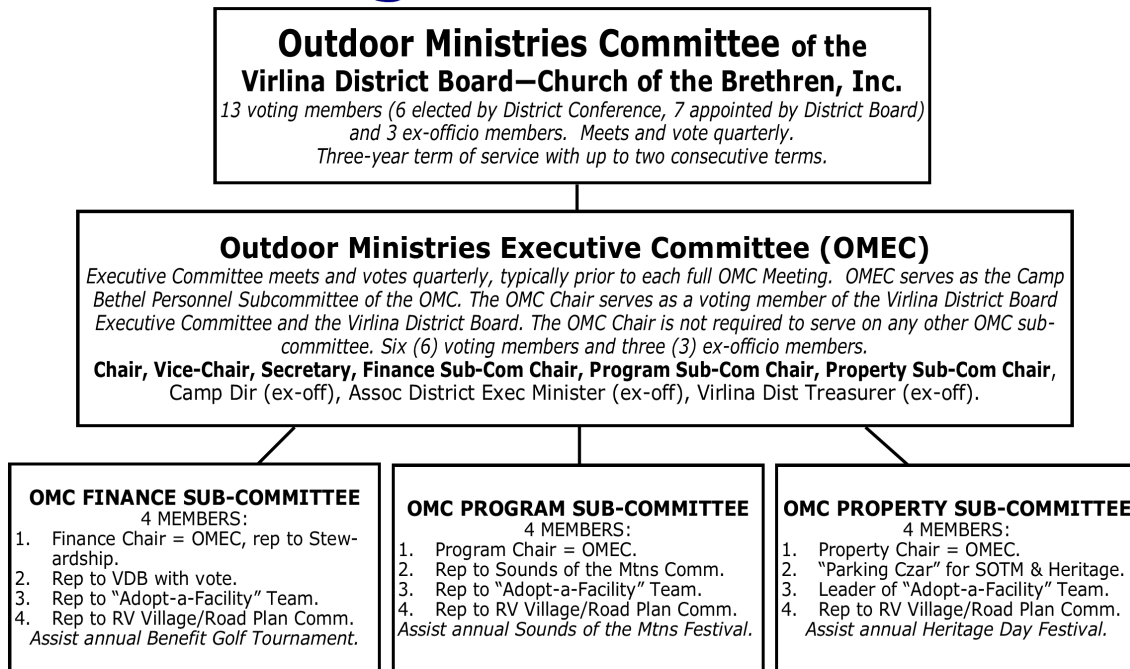
2. one (1) "Parking Czar" responsible for securing helpers to manage guest parking during the Sounds of the Mountains Festival in April and the Heritage Day Festival in October, and
3. one (1) leader and point-person of the "Adopt-a-Facility" Team organizing and encouraging congregational adoption and improvements of all camp facilities, along with one member from Finance Subcommittee and one member from Program Subcommittee, and
4. 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, Facilities Manager, and Guest Services Coordinator to:

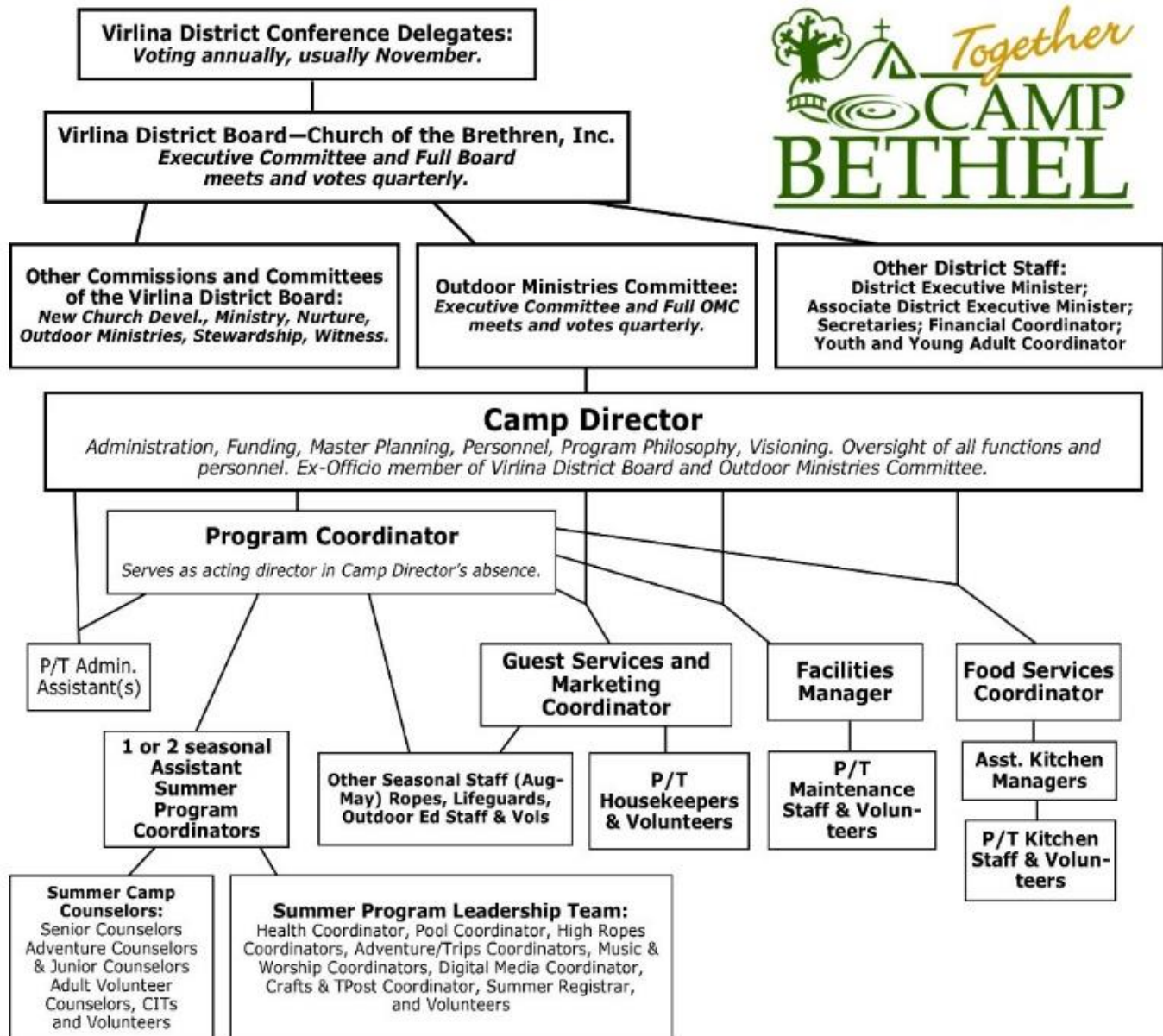
1. Serve in one of four roles defined in the "Structure" section above.
2. Provide direction and oversight for the development, expansion and maintenance of the camp site as per the site development plan, annual goals, and conforming with ACA standards. This includes active involvement in the camp's "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 05/24/2018



Camp Bethel Director's report to the 2018 Virlina District Conference

Our 92nd consecutive summer camp season ended on August 3 after 8 excellent weeks learning about "Boundless Belief: God's Universe." 1,195 campers participated in Resident Camps, Adventure Camps, Trips, Skills Camps, and Day Camps including 330 participants in 7 Traveling Day Camps and 35 participants in Family Fun nights. We are blessed with excellent staff and dedicated volunteers who served as Chaplains, counselors and helpers. 188 children received Good-As-Gold funding from Virlina congregations totaling \$47,583. Watch weekly summer videos at CampBethelVirginia.org/videos. Other data:

- 188 children received Good-As-Gold from Virlina congregations totaling \$47,583, (216 for \$50,407 in 2017; 208 for \$49,934 in 2016).
- 75 received "Camperships" totaling \$20,430, (87 in 2017 = \$25,715; 72 in 2016 = \$19,410).
- 99 campers pre-registered in 2018 for 2019, (75 in 2017 for 2018 camps; 63 in 2016 for 2017 camps).
- 751 campers registered on-line, (702 in 2017; 613 in 2016), and 465 registered by the May 1 subsidized discount, (561 in 2017; 593 in 2016).
- 54 attended our partner Carilion's Camp Too Sweet (54 in 2017; 56 in 2016).
- Camper families offered \$3,580 to help purchase summer program supplies.

Camp Bethel is open all year. In addition to our 1,195 summer campers, in 2018 we hosted Camp Kesem's 112 campers, three band camps totaling 364 campers, and we will additionally host 23,000 guests in retreats, events, special programs, and Your Outdoor Classroom and KinderCritters outdoor education. In 2018 we hosted 192 guest groups or events on 48 of 52 possible weeks and weekends!

We depend on your gifts and year-round fundraising for 12% of our total annual budget. Our Christmas Together Banquet on December 7 raised \$8,401. Donors gave \$3,390 to our Sow the Seed Scholarship Fund on March 8. Sounds of the Mountains Festival April 27-28 raised \$18,645. Our Golf Tournament on August 22 raised \$12,520. Our August 25 "*Camp Bethel PEP! 5K*" had 98 participants and 16 volunteers and raised \$3,105. Our October 6 Brethren Heritage Day Festival raised over \$33,000. Big thanks to everyone who attended, participated, and volunteered, and to our excellent committees and dozens of sponsors! We hope you will participate in our December 6, 2018 Christmas Together Banquet fundraiser.

Our current mission resourcing campaign is "Seed, Scattered and Sown: Reaching Beyond This Generation." We are hopeful that each family and congregation will donate to this important campaign for Camp Bethel and the Virlina District. This campaign is the next chapter in the life of Camp Bethel, and we need your support! Learn more and see site and layout images for our long-planned "RV Village" camping area at www.VirlinaFuture.org.

Guest Services Coordinator, Beth Heaton moved to Charlottesville on July 1. Her husband, Gary, was appointed as Senior Pastor at First United Methodist Church in Charlottesville. As Camp Bethel's first official Guest Services Coordinator, Beth set an excellent precedent, and she elevated our guest group rentals and customer service. As finances improve, we will seek to fill this position as early as May 2019. Meanwhile, Barry LeNoir will help guest groups with their events.

We welcome Food Services Coordinator, Wesley Shrader. Wes served on summer staff from 2010-2015 and in our summer kitchen staff in 2013. He is a 2013 graduate of Johnson & Wales University's culinary program (Charlotte, NC), and served as Banquets Supervisor at Hotel Roanoke from 2014-2018. Wes successfully navigated 12 consecutive weeks of summer camp food services and served over 26,000 meals from May 23 through August 18. He served as interim full-time from May through August, and he began regular full-time on September 1.

Winter Camp, December 29-30, is a fun and spiritual holiday Retreat for kids and youth graders led by our reunited Summer Staff. \$70 includes 4 meals, lodging and program. Encourage your congregation's children and youth to register at www.CampBethelVirginia.org/winter-camp.

Be certain that your congregation is represented at the Camp Supporter Luncheon on Saturday, February 2, 12:00-3:00, Please ensure that at least ONE person from your congregation attends. After a free lunch in the Ark, we will share and distribute all the tools and information you need to communicate Camp Bethel to your home congregations. www.CampBethelVirginia.org/rep.

We are truly blessed by an excellent management team at Camp Bethel, including Mickey Nichols (Facilities Manager), Wes Shrader (Food Services Coordinator), and Jenna Stacy (Program Coordinator). David Flora and George Shockley are our part-time Maintenance Assistants, and Melissa Browning is our part-time housekeeper.

Thank you, Virlina District congregations, for your continued support of Camp Bethel. As we strive for improved financial footing, 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 as we joyfully continue the work of Jesus, *together*.

TOGETHER, in Christ our hope,

Barry S. LeNoir, Camp Director

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www.CampBethelVirginia.org



CAMP BETHEL UPCOMING EVENTS:



November 11-15, 2018: OMA National Conference at Camp Bethel.
November 12, 2018 (Mon): Crisis Management Workshop at Camp Bethel.
December 1, 2018 (Sat): Virlina District Board & OMC Retreat.
December 6, 2018 (Thurs): Christmas TOGETHER Banquet.
December 29-30, 2018 (Sat-Sun): Winter Camp Program.

January 7, 2019: Summer Camp Registration OPENS.
February 2, 2019 (Sat): 9:00am OMEC Meeting & 10:00 OMC Meeting.
February 2, 2019 (Sat), 12:00noon: Camp Supporter Lunch, RSVP.
February 22, 2019 (Fri): VA Adventure Education Conference at Camp Bethel.
February 22, 2019 (Fri): CPR w/ AED Certification Training.
February 23-24, 2019 (Sat-Sun): Wilderness First Aid Certification Training.
March 7, 2019 (Thurs), 6:30pm: Sow the Seed Campership Banquet, RSVP.
April 6, 2019 (Sat) 7:30am Spring Volunteer Workday, RSVP free meals.
April 6 (Sat): 10:30am OMEC meeting & 11:30am OMC meeting.
April 12-13, 2019: Sounds of the Mountains Storytelling Festival.
May 24-27, 2019: Memorial Day Family Weekend, RSVP meals.
May 25, 2019 (Sat), Family Day/Summer Camp Open House, 1:00-4:00pm.
May 27-June 7, 2019: Summer Staff Training.
May 31-June 1, 2019: Parent-Child Overnight Camp.
June 7, 2019 (Fri) 5:30pm: Summer Staff Commissioning Dinner.
June 9-August 2, 2019: Summer Camps & Family Adventures.
June 25, 2019 (Tue) 5:30pm: OMC Dinner w/ campers & meeting.
July 21-August 17, 2019: Guest Camps & Band Camps.
August 21, 2019 (Wed): 25th Benefit Golf Tournament & Banquet.
August 23, 2019 (Fri) 6:00pm OMEC & 7:00 OMC at the DRC.
August 24, 2019 (Sat): Camp Bethel PEP! 5K Run/Walk.
August 30-Sept 2, 2019: Labor Day Family Weekend, RSVP meals.
October 5, 2019 (Sat): 35th annual Heritage Day Festival.
October 11-13, 2019: Camp Bethel at Roanoke GO Outside Festival.
November 2, 2019 (Sat), 7:30am: Fall Volunteer Workday, RSVP free meals.
November 4, 2019 (Mon): Crisis Management Workshop at Camp Bethel.
November 8-9, 2019: Virlina District Conference, *location TBD.*
December 5, 2019 (Thu): Christmas TOGETHER Banquet.
December 7, 2019 (Sat): Virlina District Board/OMC day at Camp Bethel.



January 3, 2020 (Fri): Summer Staff Reunion & Potluck Dinner.
January 4-5, 2020: Winter Camp Youth & Kids' Retreat.
January 6, 2020: Summer Camp Registration OPENS.
February 1, 2020 (Sat): 9:00am OMEC Meeting & 10:00 OMC Meeting.
February 2, 2020 (Sat), 12:00noon: Camp Supporter Lunch, RSVP.
March 7, 2020 (Thurs), 6:30pm: Sow the Seed Campership Banquet, RSVP.
March 28, 2020 (Sat) 7:30am Spring Volunteer Workday, RSVP free meals.
March 28 (Sat): 10:30am OMEC meeting & 11:30am OMC meeting.
April 3-4, 2020: Sounds of the Mountains Storytelling Festival.
May 22-25, 2020: Memorial Day Family Weekend, RSVP meals.
May 23, 2020 (Sat), Family Day/Summer Camp Open House, 1:00-4:00pm.
May 25-June 5, 2020: Summer Staff Training.
May 29-30, 2020: Parent-Child Overnight Camp.
June 5, 2020 (Fri) 5:30pm: Summer Staff Commissioning Dinner.
June 6-July 31, 2020: Summer Camps & Family Adventures.
June 23, 2020 (Tue) 5:30pm: OMC Dinner w/ campers & meeting.
July 19-August 22, 2020: Guest Camps & Band Camps.
August 19, 2020 (Wed): 26th Benefit Golf Tournament & Banquet.
August 21, 2020 (Fri) 6:00pm OMEC & 7:00 OMC at the DRC.
August 22, 2020 (Sat): Camp Bethel PEP! 5K Run/Walk.
September 4-7, 2020: Labor Day Family Weekend, RSVP meals.
October 3, 2020 (Sat): 36th annual Heritage Day Festival.
October 9-10, 2020: Camp Bethel at Roanoke GO Outside Festival.
November 2, 2020 (Mon): Crisis Management Workshop at Camp Bethel.
November 7, 2020 (Sat), 7:30am: Fall Volunteer Workday, RSVP free meals.
November 13-14, 2020: Virlina District Conference, *location TBD.*
December 3, 2020 (Thu): Christmas TOGETHER Banquet.
December 5, 2020 (Sat): Virlina District Board/OMC day at Camp Bethel.
January 1, 2021 (Fri): Summer Staff Reunion & Potluck Dinner.
January 2-3, 2021: Winter Camp Youth & Kids' Retreat.