

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

Revised 11.01.2019

## 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 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

### **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 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:**

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 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 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

**Outdoor Ministries Committee of the  
Virilina District Board—Church of the Brethren, Inc.**

*13 voting members (6 elected by District Conference, 7 appointed by District Board)  
and 2 ex-officio members. Meets and vote quarterly.  
Three-year term of service with up to two consecutive terms.*

**Outdoor Ministries Executive Committee (OMECE)**

*Executive Committee meets and votes quarterly, typically prior to each full OMC Meeting. OMECE serves as the Camp Bethel Personnel Subcommittee of the OMC. The OMC Chair serves as a voting member of the Virilina District Board Executive Committee and the Virilina District Board. The OMC Chair is not required to serve on any other OMC sub-committee. Six (6) voting members and two (2) ex-officio members.*

**Chair, Vice-Chair, Secretary, Finance Sub-Com Chair, Program Sub-Com Chair, Property Sub-Com Chair,**  
Camp Director (ex-off), Virilina District Treasurer (ex-off).

**OMC FINANCE SUB-COMMITTEE**

4 MEMBERS:

1. Finance Chair = OMECE, rep to Stewardship.
2. Rep to Virilina Dist Board with vote.
3. Rep to "Adopt-a-Facility" Team.  
*Assist annual Benefit Golf Tournament.*

**OMC PROGRAM SUB-COMMITTEE**

4 MEMBERS:

1. Program Chair = OMECE.
2. Rep to Sounds of the Mtns Comm.
3. Rep to "Adopt-a-Facility" Team.  
*Assist annual Sounds of the Mtns Festival.*

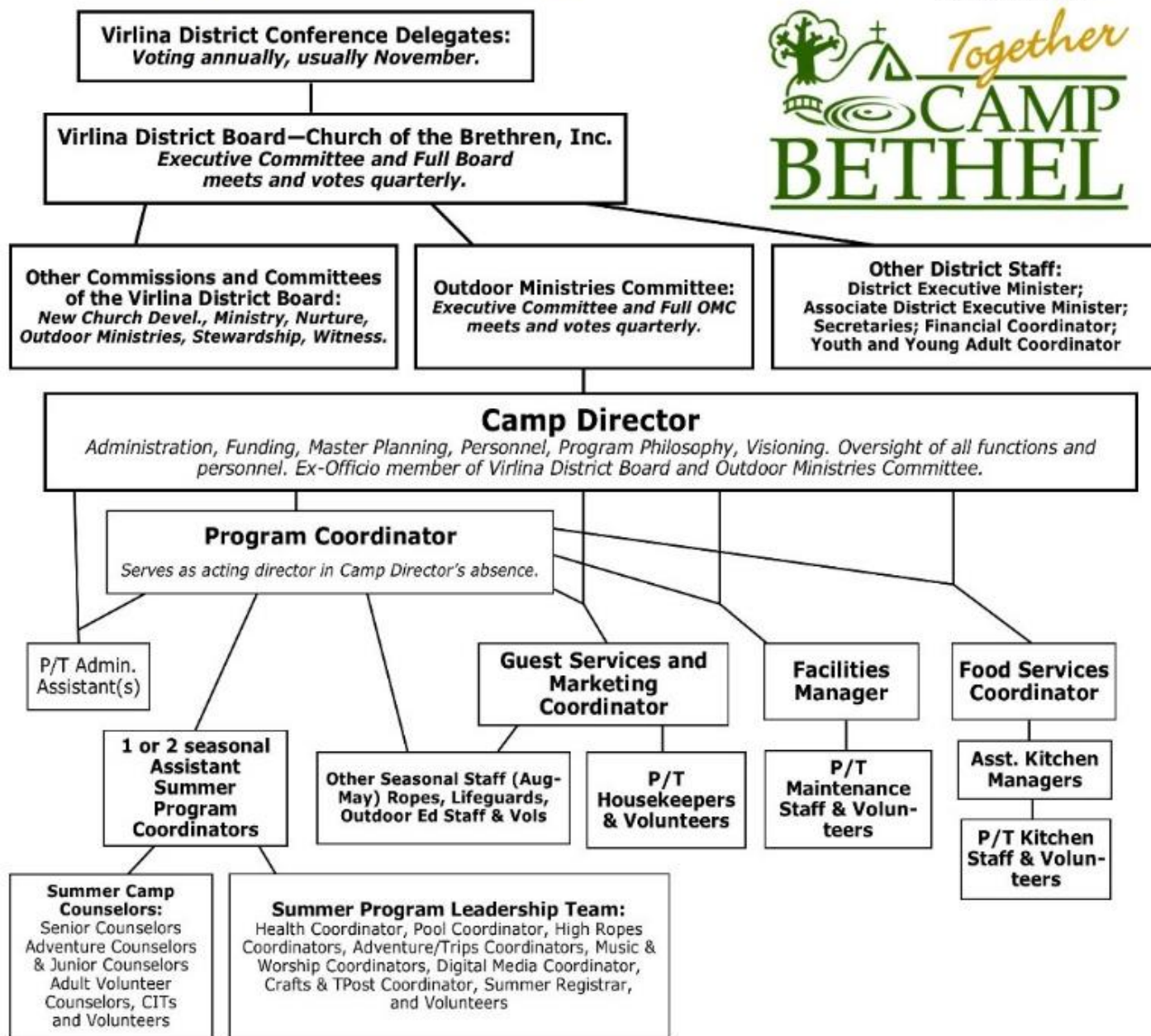
**OMC PROPERTY SUB-COMMITTEE**

4 MEMBERS:

1. Property Chair = OMECE.
2. "Parking Czar" for SOTM & Heritage.
3. Leader of "Adopt-a-Facility" Team.  
*Assist annual Heritage Day Festival.*

# Camp Bethel Organizational Chart

Revised 05/24/2018



## Camp Bethel Director's report to the 2019 Virlina District Conference

Our 93rd consecutive summer camp season ended on July 26 after 7 exciting weeks learning how to “Let the Peace of Christ Rule.” 1,062 campers participated in Resident Camps, Adventure Camps, Trips, Skills Camps, and Day Camps including 152 participants in our 3 Traveling Day Camps and 32 participants in our Family Fun nights. We are blessed with excellent staff, helpful partner organizations, and dedicated volunteers who served as Chaplains, counselors and helpers. Watch weekly summer videos at [www.CampBethelVirginia.org/videos](http://www.CampBethelVirginia.org/videos). Other data:

- 165 children and youth received Good-As-Gold funding from Virlina congregations totaling \$42,918, (188 for \$47,583 in 2019; 216 for \$50,407 in 2017; 208 for \$49,934 in 2016).
- 72 campers received "Campership" funding totaling \$20,320, (75 in 2018 = \$20,430; 87 in 2017 = \$25,715; 72 in 2016 = \$19,410). Please give at [www.CampBethelVirginia.org/donate](http://www.CampBethelVirginia.org/donate) or memo checks "Camperships" or attend our upcoming March 5 Sow the Seed Scholarship Banquet.
- 93 families pre-registered for 2020 camps, (96 for 2019, 75 for 2018; 63 for 2017).
- 52 attended our partner Carilion's Camp Too Sweet (54 in 2018; 54 in 2017; 56 in 2016).

- Camper families gave an offering of \$2,564 toward our “Seed, Scattered and Sown” Campaign.
- Our 2020 Summer Camps Schedule is available at [www.CampBethelVirginia.org/camps](http://www.CampBethelVirginia.org/camps).

Camp Bethel is open all year. In addition to our 1,062 summer campers, in 2019, we hosted Camp Kesem's 102 campers, two band camps totaling 250 campers, and we will additionally host 23,000 guests in retreats, events, special programs, and Your Outdoor Classroom and KinderCrittters outdoor education. In 2019, we hosted 256 guest groups or events on 50 of 52 possible weeks and weekends!

Volunteers headed by **Rob Odenwelder** (Troutville Church of the Brethren) added new mountain biking trails in our “Adventure Forest,” and Eagle Scout Isaac Williamson constructed a new bike/foot bridge that expands the trail system. We invite you to bring your bike and helmet to explore Camp Bethel’s vast and beautiful acreage.

On April 30, 2019, we added new metal roofs to Bethel Lodge and Pineview A-frames in memory of Alton and Mildred Hipps thanks to generous gifts from 20 families, 8 churches and groups, and the Fellowship Class at Oak Grove Church (Roanoke). Renovation and expansion continues on the Bandage Box Cottage, which will soon be available for families, guest groups, and summer camps.

We depend on your gifts and year-round fundraising for 16% of our total annual budget. Our Christmas Together Banquet on December 6 raised \$5,990. Donors gave \$7,216 to our Sow the Seed Scholarship Fund on March 7. Our April 12-13 Sounds of the Mountains Storytelling Festival was our biggest ever, raising \$34,433! Our Golf Tournament on August 21 raised \$12,621. Our August 24 "*Camp Bethel PEP! 5K*" raised \$3,040. Our October 5 Brethren Heritage Day Festival raised over \$37,400. 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 5, 2019 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 Virginia District. This campaign is the next chapter in the life of Camp Bethel, and we need your support! The planned RV Village will provide long-overdue “real” campsites AND provide extra off-season income; road improvement will solve ingress/egress issues and protect the spring area of campus; two new cottages will increase summer camp capacity and provide year-round rental income; Ark entrance enclosure will provide extra space and improve our camper/guest experience; new trails will benefit everyone! Learn more and see site and layout images for the “RV Village” camping area at [www.VirginaFuture.org](http://www.VirginaFuture.org).

Winter Camp, December 30-31, is a fun and spiritual holiday Retreat for kids and youth graders led by our reunited Summer Staff. \$70 includes four meals, lodging and program. Encourage your congregation’s children and youth to register at [www.CampBethelVirginia.org/winter-camp](http://www.CampBethelVirginia.org/winter-camp).

Be certain that your congregation is represented at the Camp Supporter Luncheon on Saturday, February 1, 2020, 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](http://www.CampBethelVirginia.org/rep).

April 3-4, 2020 will be our 19th annual Sounds of the Mountains Storytelling Festival featuring excellent and nationally known tellers, Regi Carpenter, Lyn Ford, Andy Offutt Irwin, and Tim Lowry, plus food and a Friday campfire. Help spread the word and recruit sponsors. Learn more at [www.SoundsoftheMountains.org](http://www.SoundsoftheMountains.org).

We seek hard-working and resilient young adults for our 2020 Summer Camp Staff of counselors and Kitchen Staff. Counselors serve May 25 through July 17, and Kitchen Staff serve May 26 through August 15. Detailed position descriptions, videos, and applications are at [www.CampBethelVirginia.org/summer-staff](http://www.CampBethelVirginia.org/summer-staff).

**Ruth Mae Hess**, age 88, passed away peacefully on May 19, 2019 with hospice care at her home in the Hearthstone Cottage at Camp Bethel. Her only son was present with her, as well as her long-time caretaker, Marie Nichols, and Ruth's faithful feline, "Kitty." Several friends and co-workers were able to visit with Ruth before she passed. Ruth served at Camp Bethel through Brethren Volunteer Service (BVS) from 1997-2003, and she continued to volunteer in the camp office until 2011.

We are truly blessed with an excellent management team at Camp Bethel, including **Mickey Nichols** (Facilities Manager), **Wes Shrader** (Food Services Coordinator), and **Jenna Stacy** (Program Coordinator). **David Flora**, **George**

**Shockley**, and **Christian Sullivan** 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. We have worked very hard in 2019, and we are pleased to report greatly improved financial footing. 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 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](http://www.CampBethelVirginia.org)



## CAMP BETHEL UPCOMING EVENTS:

- 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 at Grandin Court Baptist.
- December 5, 2019 (Thu): Christmas TOGETHER Banquet.
- December 29, 2019 (Sun): Summer Staff Reunion & Potluck Dinner.
- December 30-31, 2019: Winter Camp Youth & Kids' Retreat.
- January 4, 2020 (Sat): Virlina District Board/OMC day at Camp Bethel.
- January 7, 2020: Summer Camp Registration OPENS.
- February 1, 2020 (Sat), 12:00noon: Camp Supporter Lunch, RSVP.
- March 5, 2020 (Thurs), 6:30pm: Sow the Seed Campership Banquet, RSVP.
- March 28, 2020 (Sat) 7:30am Spring Volunteer Workday, RSVP free meals.
- March 28, 2020 (Sat) Summer Camp Open House, 9:00am-1:00pm.
- 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 7-July 25, 2020: Summer Camps & Family Adventures.
- July 19-August 22, 2020: Guest Camps & Band Camps.
- September 4-7, 2020: Labor Day Family Weekend, RSVP meals.
- September 5, 2020 (Sat): Camp Bethel PEP! 5K Run/Walk. New date!
- September 23, 2020 (Wed): 26th Benefit Golf Tournament. New date!
- October 3, 2020 (Sat): 36th annual Heritage Day Festival.
- October 16-18, 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.
- January 2-3, 2021: Winter Camp Youth & Kids' Retreat.