

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 (O MEC)

Executive Committee meets and votes quarterly, typically prior to each full OMC Meeting. OMEC 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 = OMEC, 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 = OMEC.
2. Rep to Sounds of the Mtns Comm.
3. Rep to "Adopt-a-Facility" Team.
Assist annual Sounds of the Mtns Festival.

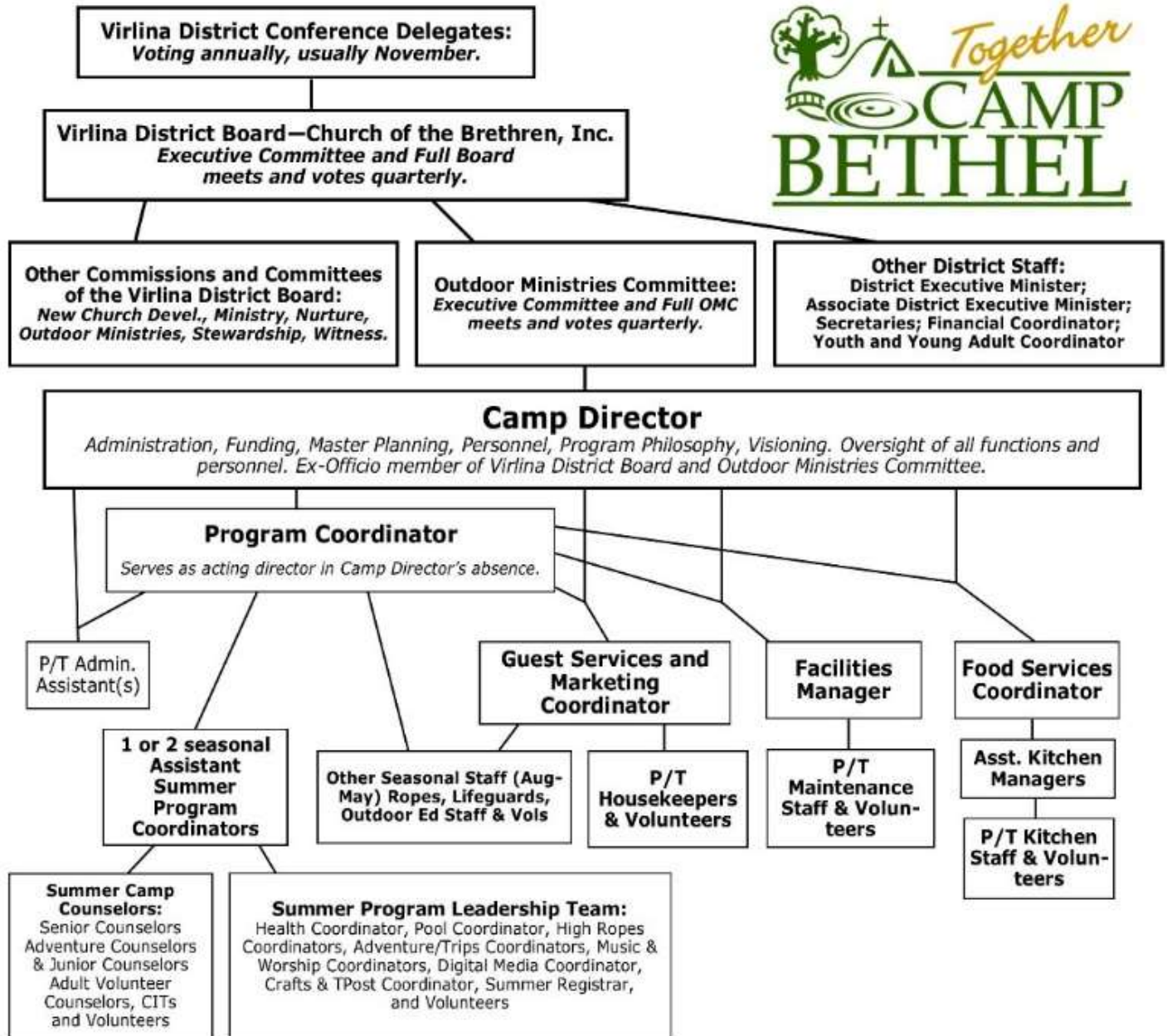
OMC PROPERTY SUB-COMMITTEE

4 MEMBERS:

1. Property Chair = OMEC.
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 2020 Virlina District Conference

Written on October 28, 2020

Nearly everything we do at Camp Bethel involves being TOGETHER with others: summer camps, retreats, outdoor education, festivals, meals, and family weekends. The COVID-19 pandemic has hindered all aspects of our mission and our day-to-day operations. Like all other overnight camps in Virginia, we cancelled summer camps for the first time in our 94-year history. All summer Guest Camps and Band Camps cancelled, and we lost all group rentals from March 14 through August 31. We re-opened on July 1 for family rentals, food services, and campsites, but many groups chose to cancel their fall and winter retreats. Projected revenue for 2020 is down 63%.

Facing this significant financial challenge, we focused our fundraising efforts in order to retain core staff through 2020 into 2021, safely reopen for programs, services, events, and rentals, adapt our programs and food services so we can offer Summer Camps in 2021, and maintain equipment, site and facilities, and pay invoices for electricity, insurance, and more.

Families, individuals, congregations, and groups generously responded with gifts, creative matching gifts, and increased support of our fundraising events. From January 1 through September 25, 2020, we received 497 gifts totaling \$131,336. As of September 25, twenty-two Virginia congregations donated a total of \$51,049.51. Forty-five Staff Alumni gave \$5,334.81 in response to Tina Lowe Brockman's "Staff Alumni Challenge" on Facebook. Forty-seven Summer Camp families donated all or part of their 2020 camp payment totaling \$7,584. Thirty-five donors gave \$3,919.12 in honor of Camp Bethel's 93rd "birthday" and in response to Buddy Crumacker's challenge.

Before the pandemic, thirty-three donors raised \$8,737 at our March 5 Sow the Seed Scholarship Banquet. All 2020 Campership gifts will be retained and used to provide summer camp experiences for children in 2021. Early in the pandemic, we moved our April 3-4 Sounds of the Mountains Storytelling Festival to an on-line format which was well-received (www.SoundsoftheMountains.org/watch). 105 ticket holders, dozens of donors, and all festival sponsors remained with us, raising \$33,418 for camp. Our 4th annual "Camp Bethel PEP!" 5K on September 5 was held in person with health and safety protocols. It was our best attended and most successful 5K to date with 124 participants (ages 1-80), 10 volunteers, and 5 sponsors raising \$6,910. Our 26th annual Camp Bethel Benefit Golf Tournament was also held in person with health protocols, and it was also our most successful golf event ever with 116 golfers and 35 sponsors raising \$21,650.

Due to the continuing health risks of the COVID-19 pandemic, we were not able to hold an "in-person" Heritage Day Festival on October 3. Heritage Day would have been too complex to mitigate health risks for so many person-to-person interactions and the high volume of attendees and participants. Many congregations adapted and held individual fundraisers, meals, or food/craft sales in honor of Heritage Day. Please participate with an event before the end of 2020 in support of Camp Bethel. Updated information is at www.CampBethelVirginia.org/Heritage-Day.

It's not ALL about fundraising. We produced on-line Bible Studies, Self-Guided Adventure Trails, and fun "Camp At Home" videos, all available at www.CampBethelVirginia.org/CampAtHome. Families connected with Creation via our forests, streams, and trails. We worked hard to create new Fall Day Camps for students in 3rd-8th grades called "School's Out, Camp's In" to meet students' and parents' needs. The program received a lot of attention and praise, but the reality of students' "remote learning days" did not match what we can offer. We ran the program from August 24 through October 2, and the campers who participated truly enjoyed their time immersed in God's Creation.

Despite 113 groups, families, or events cancelling in 2020, after May 15 sixty-five families or groups made "last minute" use of the camp facilities and grounds. Winter 2020-2021 continues a mix of cancellations, rescheduled events, some holdouts, new reservations and more last-minute additions. In accordance with Virginia's Phase 3 guidelines, Camp Bethel IS OPEN and our facilities, food services, and RV/Tent campsites are available to reserve. Cyclists, hikers, walkers, creek explorers, and day-visitors are always welcome; hiking/biking trail maps and Self-Guided Adventure packets are on our office porch. Visit www.CampBethelVirginia.org/groups for information and prices.

We are excited for the next step in our long-planned RV Village. We have approval from Botetourt County, and we have initial funding provided by your gifts to the "Seed, Scattered and Sown" campaign, so now it is time to request proposals for construction. Plans include water, electric, sewer, picnic table, campfire ring, and parking for 2-3 cars. Updated site layout and images are at www.VirginaFuture.org.

Thanks to a generous gift from Stottsberg Engineering and with help from the Roanoke Disc Golf Club, we will soon install the "front nine" of our new Camp Bethel Disc Golf Course along the fields and forests of the "Trailblazer 2" southern acreage of campus. Watch www.CampBethelVirginia.org/discgolf for updates and Hole Sponsorship opportunities.

All our upcoming events are tentative, so always check www.CampBethelVirginia.org/events for any status changes. Be certain that your congregation is represented (either in-person or on Zoom) at the Camp Supporter Luncheon on Saturday, February 6, 2021, 12:00-3:00, Please ensure that at least ONE person from your congregation attends. After a free boxed 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.

Our staff have risen to this year's challenges. We are truly blessed with an excellent management team at Camp Bethel, including **Jenna Stacy Mehalso** (Program Coordinator), **Mickey Nichols** (Facilities Manager), **Wes Shrader** (Food Services Coordinator), and **Spencer Knox** (Resident Intern). **David Flora**, **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.

Our financial health remains concerning, especially as the pandemic stretches into 2021. However, several factors have helped us survive so far. We began 2020 with a positive reserve fund of \$47,219.52. Camp's portion of the PPP grant of \$60,060 covered payroll and most utilities in May, June, and part of July, even while June and July payroll were greatly reduced due to no summer staff. We had insurance coverage for "Loss of Earnings due to interruption by Civil Authority" for the period of March 30 through May 28, and we received a claim of \$37,356 on September 2. We've been inspired and blessed by generous donations and sponsorships from hundreds of individuals and families. We still need your gifts and your advocacy to help Camp Bethel remain viable through 2020 and into 2021. Please give and encourage others to give at www.CampBethelVirginia.org/donate.

We know that you, too, have been impacted by COVID-19, so thank you, Virgina District congregations, for supporting Camp Bethel. We are adapting and responding in responsible and creative ways. We continue to foster and build relationships with God, with each other, and with creation. Your continued advocacy is a great blessing to everyone in our Camp Bethel community! We have worked very hard during this tumultuous and difficult year. As we strive for continued excellence, please encourage your congregation to increase volunteerism and participation in Camp Bethel's ministries. Pray for the staff, the Virgina 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
Barry@CampBethelVirginia.org
www.CampBethelVirginia.org



January 5, 2021: Summer Camp Registration OPENS.
February 6, 2021 (Sat), 10:00am: Camp Supporter Zoom Workshop.
April 3, 2021 (Sat), 7:30am: Spring Vol. Workday, RSVP free meals.
April 17, 2021 (Sat): Big 20th Sounds of the Mountains Online Story Fest.
May 27-31, 2021: Memorial Day Family Weekend, RSVP meals.
May 28, 2021 (Sat): Family Day/Summer Camp Open House, 1:00-4:00pm, TBD.
May 31-June 11, 2021: Summer Staff Training, TBD.
June 4-5, 2021 (Fri-Sat): Parent-Child Overnight Camp, TBD.
June 11, 2021 (Fri), 5:30: Summer Staff Commissioning Dinner, TBD.
June 13-July 30, 2021: Summer Camps & Family Adventures, TBD.
September 3-6, 2021: Labor Day Family Weekend, RSVP meals.
September 4, 2021 (Sat): Camp Bethel PEP! 5K.
September 22, 2021 (Wed): 27th Benefit Golf Tournament.
October 2, 2021 (Sat): 37th annual Heritage Day Festival.
November 6, 2021 (Sat), 7:30am: Fall Volunteer Workday, RSVP free meals.