

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:

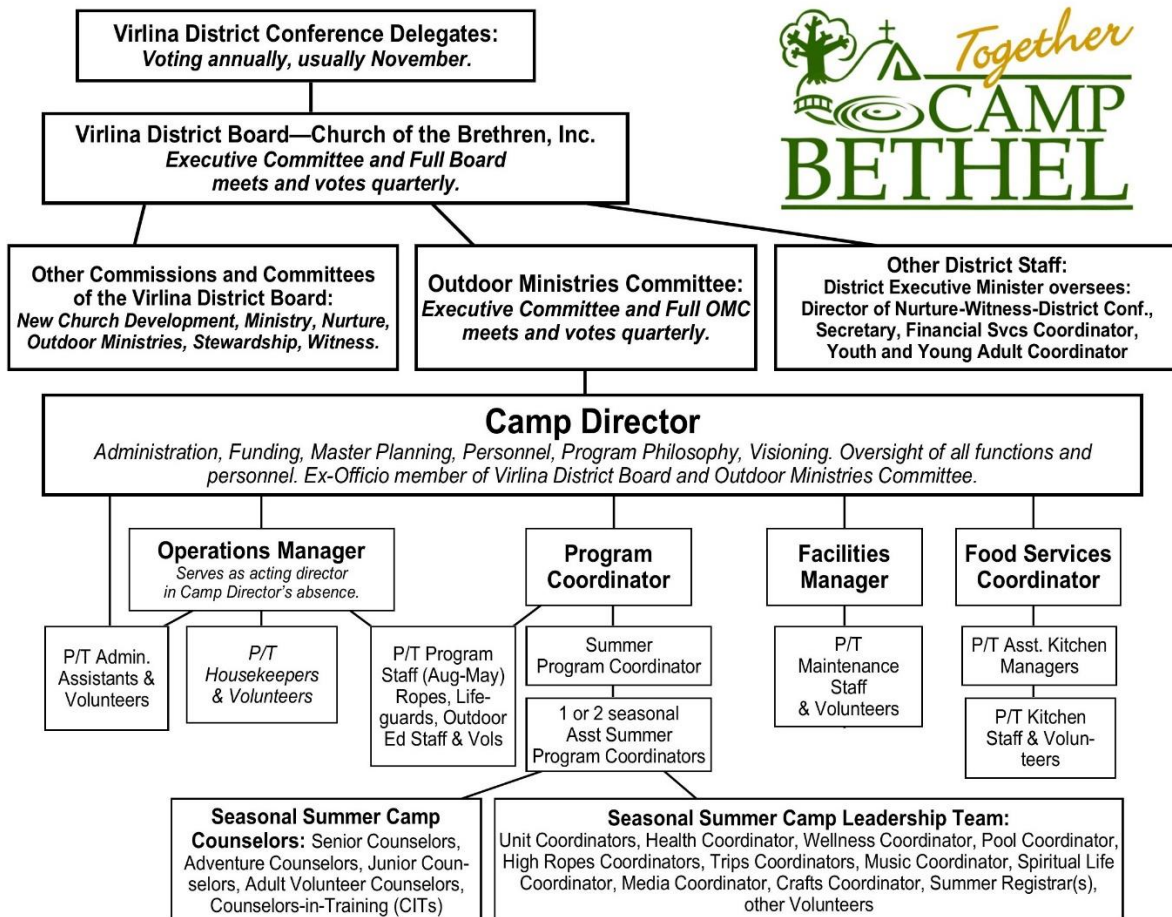
1. Serve in one of four roles defined in the "Structure" section above.
2. Provide direction and oversight for the development, expansion and maintenance of the camp site as per the site development plan, annual goals, and conforming with ACA standards. This includes active involvement in the camp's "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 06/28/2021



Camp Bethel Director's report to the 2021 Virlina District Conference

Written on October 8, 2021

“Grit and Grace.”

Camp Bethel remains viable so far in 2021 through **GRIT**: the dedication, resilience, and creativity of our staff and volunteers. Camp Bethel remains viable so far in 2021 through **GRACE**: God's ever-present love coupled with hundreds of donations, memorials, and sponsorships from individuals, families, congregations, and groups. Thank you for the love and support you provide to camp's mission, “Together with God, each other, and creation.” We retained staff, we safely reopened for rentals and events, and we held safe and fun Summer Camps in 2021. Uncertainty will persist as this pandemic endures, so we continue to rely on your gifts and donations.

“Unprecedented” is overused yet accurately describes our experience. When there is risk in simply gathering together (for summer camps, retreats, meals, events, fundraisers), how do we respond? Necessity is truly the mother of invention.

Adapted plans for 2021 Summer Camps changed, changed again, *and changed again* as we waited for guidance and finally permission from Virginia and the Health Department. We planned a reduced schedule with reduced cabin capacity, and we implemented multiple health and safety protocols. Though particularly challenging, Summer Camps were a **BIG SUCCESS**: safe, fun, and Spirit-filled with 554 campers over 7 weeks, which was 92% of our planned-reduction capacity. (In “normal” summers, we serve between 1,000-1,200 campers.) Campers and Staff remained COVID-free before, during, and after camps, with only four symptomatic scares that resulted in negative tests. We granted Camperships to 40 campers totaling \$12,280, and 87 campers received congregational Good-As-Gold funding totaling \$23,813.50. Plans for 2022 Camps are at CampBethelVirginia.org/camps.

Our reduced 2021 Camper numbers were planned, but fortunately matched our UNplanned reduced Summer Staff numbers. Like all other camps and summer employers in Virginia, we struggled to find enough Summer Staff. We decided to raise weekly pay for Counselors and Kitchen Staff, we increased recruitment bonuses, and we implemented a “Summer Staff Adoption” program. Through these efforts, we fully staffed our Ark Kitchen, and we hired 29 (just enough) Counselors and Coordinators. (In “normal” summers, we hire between 45-70 summer staff.) The “Summer Staff Adoption” program was a tremendous success, and 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. Thank you to Daleville CoB, Germantown Brick CoB, Mount Hermon CoB, Peters Creek CoB, Trinity CoB, and several families and individuals. The Staff Adoption program and our Summer Offering project for Staff Scholarships provided our Counselors and Coordinators a \$325 end-of-summer bonus for completing their contract! Our ability to declare this in the future will be an extremely valuable recruitment tool. Please encourage the industrious and resilient older teens and young adults you know to apply for Summer Staff (CampBethelVirginia.org/staff).

In place of our December 2020 Christmas Together Banquet, we baked and sold Christmas Desserts to 91 families (a total of 2,596 dessert pieces) and raised \$3,490. Our 2021 Camp Rep Meeting was a well-attended Zoom call. Our 2021 Sounds of the Mountains Storytelling Festival (SoundsoftheMountains.org) was once again online, free, and featured 6 performers and 44 story videos that garnered 6,405 views. 81 families and 18 sponsors donated \$32,536. In place of our 2021 Sow the Seed Scholarship Banquet, we baked and sold Mother's Day Desserts to 21 families (a total of 58 boxes) and raised \$1,205. Supporters purchased \$3,755 worth of needed camp supplies from our Amazon Wish List (<https://a.co/5qG5JYq>).

Our 5th annual “Camp Bethel PEP!” 5K on September 4 was held in person with health and safety protocols (CampBethelVirginia.org/5K). It was another successful 5K with 104 participants ages 1-80, 10 volunteers, and 5 sponsors (including Oak Grove Church of the Brethren as a title sponsor), raising \$24,068. Our 27th annual Camp Bethel Benefit Golf Tournament was rescheduled to October 6 due to heavy rain on September 22, and it was another successful event with 110 golfers and 35 sponsors raising \$17,000 (CampBethelVirginia.org/golf). Due to the continuing concerns about COVID-19, we once again did not hold an “in-person” Heritage Day Festival on October 2. Several congregations adapted and held individual offerings, fundraisers, meals, and food/craft sales in honor of Heritage Day. Please participate with an event or offering before the end of 2021 in support of Heritage Day (CampBethelVirginia.org/HeritageDay).

The Bandage Box Cottage was rebuilt and repurposed with a beautiful new deck thanks to Cedar Bluff Church of the Brethren, several volunteers, and our Maintenance team. Our new Adventure Village platform huts and dining shelter is 95% complete thanks to Mount Hermon Church of the Brethren, the Virlina Disaster Response Committee, several

volunteers, and our Maintenance team. New beds and mattresses are in place for Daleville Cabin, Pineview A-Frame, and Bandage Box. Spring Workday Volunteers assembled 24 box fan air-filters for improved ventilation in all sleeping facilities. Work continues to repair and replace old boards on the Ark Deck and bridges and decks throughout campus. Mickey and his team did an excellent job keeping up with summer maintenance, mowing, and repairs.

We remain excited for the next step in our long-planned RV Village, even though the pandemic has slowed the process. We have approval from Botetourt County and initial funding provided by gifts to the "Seed, Scattered and Sown" campaign, so we seek proposals for construction. Plans include water, electric, sewer, picnic table, campfire ring, and parking space for cars. Updated site layout and images are at www.VirlinaFuture.org. The pandemic has also slowed finalization of our planned Disc Golf Course along the fields and forests of our southern property. Watch CampBethelVirginia.org/discgolf for updates and Hole Sponsorship opportunities.

Despite continued cancellations and rescheduling, our Guest Group Reservations are beginning to rebound. By comparison, in 2019, of 301 group reservations, only 38 cancelled. In 2020, of 353 group reservations, 182 cancelled. In 2021, of 258 group reservations, only 70 have cancelled. With God's help plus community common-sense, we can suppress the virus and hopefully return to "normal" soon. Camp Bethel is open for use! Cyclists, hikers, walkers, and day-visitors are welcome on weekends; hiking and biking trail maps are on our office porch. Visit CampBethelVirginia.org/groups for information and prices, including significant Virlina group discounts.

Be certain that your congregation is represented at the Camp Supporter Luncheon on Saturday, February 12, 2022, 12:00-3:00 (CampBethelVirginia.org/Rep). At least ONE person from your congregation should attend. 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.

This annual written report is only a glimpse into this complex, exciting, challenging, and joyful year at Camp Bethel. Every day 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. We're thankful for the excellent leadership of Naomi Powers who is completing six years and two terms on the Outdoor Ministries Committee, most recently as our Chair.

Our staff have shown grit and grace during these challenging times. We are truly blessed with an excellent management team at Camp Bethel, including **Jenna Stacy Mehalso** (Program Coordinator), **Mickey Nichols** (Facilities Manager), **Daniel Naff** (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.

We are thankful to have kept Food Services Coordinator, **Wesley Shrader** for three years of excellent service to Camp Bethel, who departed his role on August 31. **Daniel Naff** (Cloverdale CoB) began on October 20 as our new Food Services Coordinator. Daniel is a 2020 graduate of Bridgewater College, he has served for several years on our summer camp staff, and he brings a wealth of experience and a love for cooking to his new role. He writes, "Camp Bethel is, without exaggeration, my favorite place on earth." Welcome, Daniel! We are also thankful for eight years of devoted leadership from Program Coordinator, **Jenna Stacy Mehalso**, who will depart her role on December 31. Jenna writes, "As my husband and I think about the next steps for our lives, I need to move into a more 'normal' work schedule. I'm sad to move out of camp ministry, but I will continue to be involved with Camp Bethel as a dedicated volunteer." The Camp Director and Outdoor Ministries Committee are working to fill the Program Coordinator position. You are invited to a reception celebrating Wes' and Jenna's service and to welcome Daniel on Friday, January 7, 6:00-7:00pm in the Ark (or possibly the Gym, COVID conditions pending). Cards and gifts are encouraged.

We are 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 2021 and into 2022. Please give and encourage others to give, and see our Wish List at CampBethelVirginia.org/donate.

We know that you, too, have been impacted by COVID-19, so thank you, Virlina District congregations, for graciously supporting Camp Bethel. We are adapting and responding in responsible and creative ways. We continue to foster and build relationships together with God, each other, and creation. Your continued advocacy is a great blessing to everyone in our Camp Bethel community! As we strive for continued excellence, please encourage your congregation to increase

volunteerism and participation at Camp Bethel. Pray for the staff, the Virginia 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



December 9, 2021 (Thu): Christmas TOGETHER Banquet.
January 7, 2022, 6:00-7:00pm: Farewell Reception for Jenna and Wes, and Welcome Daniel.
January 8-9, 2022: Winter Camp Youth & Kids' Retreat.
January 10, 2022: Summer Camp 2022 Registration OPENS.
February 12, 2022 (Sat), 12:00noon: Camp Supporter Lunch, RSVP.
March 10, 2022 (Thurs), 6:30pm: Sow the Seed Banquet, RSVP.
April 2, 2022 (Sat), 7:30am Spring Volunteer, RSVP free meals.
April 8-9, 2022: Sounds of the Mountains Storytelling Festival at Camp Bethel.
May 27-30, 2022: Memorial Day Family Weekend, RSVP meals.
May 28, 2022 (Sat), Family Day/Summer Camp Open House, 1:00-4:00pm.
May 30-June 10, 2022: Summer Staff Training.
June 4, 2022 (Sat): Parent-Child Day Camp.
June 10, 2022 (Fri) 5:30pm: Summer Staff Commissioning Dinner.
June 12-July 29, 2022: Summer Camps & Family Adventures.
July 24-August 13, 2022: Guest Camps & Band Camps.
September 2-5, 2022: Labor Day Family Weekend, RSVP meals.
September 3, 2022 (Sat): Camp Bethel PEP! 5K.
September 21, 2022 (Wed): 28th Benefit Golf Tournament.
October 1, 2022 (Sat): 38th annual Heritage Day Festival.
October 14-16, 2022: Camp Bethel at Roanoke GO Outside Festival.
November 5, 2022 (Sat), 7:30am: Fall Volunteer Workday, RSVP free meals.
November 11-12, 2022: Virginia District Conference, location TBD.
December 8, 2022 (Thu): Christmas TOGETHER Banquet.
January 7-8, 2023: Winter Camp Youth & Kids' Retreat.