

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

Revised 11.08.2016

## OMC Responsibilities Summary

*(Note: Also see Article V, Section E, number 2 AND Article VI, Section E, "Outdoor Ministries Committee" of the Constitution and By-Laws of the Virlina District Board - Church of the Brethren, Inc.)*

### The OMC will assist the Camp Director to:

1. Develop and implement a mission statement and related materials.
2. Provide an effective program that meets the needs, interests, concerns, and future of the Church of the Brethren and communities served.
3. Generate and carry out annual goals and long-range plans with reference to long range vision statements for Camp Bethel; make proposals to the District Board when appropriate.
4. Develop, adopt and periodically review policies, standards, and procedures for daily operations, program, and risk management.
5. Develop, adopt, and periodically review a Marketing Plan that includes public relations, communications, and marketing of the program and site to individuals, congregations, and community.
6. Provide and maintain the quality of facilities, equipment, and land necessary to fulfill programmatic needs and meet the high standards of safety and aesthetic quality.
7. Assist in orientation and training of new OMC members.
8. Develop and periodically review a Financial Plan that includes an annual Operational and Capital Budget, fiscal procedures and budgetary management, and fund-raising guidelines.
9. Appoint and coordinate subcommittees, task forces, etc. as needed for specific tasks.
10. In preparation for hiring a Camp Director, appoint three people to represent the OMC on the District Search Committee and receive a recommendation from the Search Committee. Pass on a recommendation to the District Board for final approval.
11. Participate in an annual performance review of the Camp Director during the first three years of her/his employment, and then every third year thereafter.
12. Review and approve bids and contracts for site development projects.
13. Develop, adopt and review personnel policies in coordination with the Virlina District Board.
14. Report to the Virlina District Board on the financial, program, and operational status of the Camp.

## Member Duties

When a person accepts a position of responsibility on the OMC, a commitment is being made to:

1. Attend regular meetings of the OMC and assigned subcommittee; share in the responsibility of effective decision making.
2. Accept responsibility for formulating, adopting, and evaluating policy decisions.
3. Interpret and support the decisions and programs of the organization and staff to constituent groups.
4. Take responsibility for implementing designated OMC policies and decisions as assigned.
5. Support the organization with personal abilities, skills, and resources.
6. Be involved in, or visit enough to see and know first-hand about the operation and program of the organization.
7. Contact advocates of congregations in the District periodically to answer questions, receive concerns, promote programs, and give encouragement.

## OMC Executive Committee

*Responsible To: OMC of the Virlina District Board*

*Main Functions: To serve as the oversight committee for all functions of the OMC, and to serve as the Personnel Subcommittee of the OMC.*

**Structure:** The OMC Executive Committee consists of the Chairperson of the OMC, the Chairpersons of each subcommittee (Finance, Property, and Program), the Vice-Chair of the OMC, the Secretary of the OMC, the Camp Director (ex-officio), the Associate District Executive (ex-officio), and the Virlina District Treasurer (ex-officio). Six (6) voting members and three (3) ex-officio members.

**Duties:**

1. OMC Chair shall oversee OMEC and OMC meetings. OMC Chair shall be a voting member of the Virlina District Board Executive Committee and the Virlina District Board. OMC Chair shall represent the OMC at meetings of the Stewardship Commission without a vote.
2. Develop, implement and review personnel policies in coordination with the Virlina District Board, and make recommendations to the OMC.
3. Assist the Camp Director to develop and implement a mission statement and related materials, for recommendation to the OMC.
4. Periodically review policies, standards, and procedures for daily operations, program, and risk management.
5. Assist the Camp Director in selecting the other full-time Camp Bethel staff. Camp Director has final hiring authority with approval of the Virlina District Board.
6. Assist in training of new OMC members.
7. Participate in an annual performance review of the Camp Director for her/his first three years of employment, then every third year thereafter.
8. Develop and maintain the position description for Camp Director. With the Camp Director, evaluate other staff position descriptions on a regular basis. Make position description recommendations to OMC.
9. Be available to meet with Camp staff members privately as needed.
10. Manage all functions of the OMC and set direction and short-term agendas for the OMC meetings.
11. Serve as OMC liaison to the Food Services Director and the Office Manager, providing direct support to these staff and meeting at least once annually with the Food Services Director and once annually with the Office Manager.

**Finance Subcommittee**

*Responsible To: OMC of the Virlina District Board*

*Main Function: To see that all organizational financial matters are transacted according to sound financial principles.*

**Structure:** Four (4) OMC members shall volunteer to serve on the Finance Subcommittee annually during re-organization at the Virlina District Conference. These four shall call:

1. one (1) Finance Subcommittee Chairperson, who shall serve on the Outdoor Ministries Executive Committee and also represent the OMC during meetings of the Commission on Stewardship of the Virlina District Board (without a vote), and
2. one (1) Representative to the Virlina District Board (with a vote),
3. one (1) representing member of the [2016-2019 Congregational Phase Subcommittee of the "Seed, Scattered and Sown" Mission Resourcing Campaign Committee], and
4. one (1) representing member of the [2017-2019 Camp Bethel R.V. Village and Road Improvement Committee, along with one member from Program Subcommittee, two members from Property Subcommittee, the Camp Director (ex-officio), the Facilities Manager (ex-officio), and the Guest Services Coordinator (ex-officio)].

**Duties:**

1. Serve in one of four roles defined in the "Structure" section above.
2. Help prepare, review, and set goals for annual budget for recommendation to the OMC for adoption.
3. Review on a monthly basis the Balance Sheet and Operating Statement to date.
4. Meet to review the annual audit.
5. Give counsel and input for forming and establishing fiscal power, for example, borrowing power, to District Stewards Commission and District Board.
6. Review with the Camp Director financial statements and procedures.
7. Establish guidelines regarding options for investment of funds.
8. Work with development or vision committees and the Virlina District Stewards Commission in determining goals and plans for operating and capital funds.
9. Work with the Director in developing procedures and forms for calculating and evaluating camper/day costs, and setting annual fee structures.
10. Report financial status and information to the full OMC at each OMC meeting.
11. Recommend guidelines for fundraising activities; review and approve all fundraising activities.
12. Annually appoint, organize, support and/or serve as the Camp Bethel Benefit Golf Tournament Committee.

13. OMC Finance Subcommittee members are strongly encouraged to attend all meetings of the Commission on Stewardship of the 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 [2016-2019 Congregational Phase Subcommittee of the "Seed, Scattered and Sown" Mission Resourcing Campaign Committee], and
4. one (1) representing member of the [2017-2019 Camp Bethel R.V. Village and Road Improvement Committee, along with one member from Finance Subcommittee, two members from Property Subcommittee, the Camp Director (ex-officio), the Facilities Manager (ex-officio), and the Guest Services Coordinator (ex-officio)].

### **Duties:**

1. Assist in establishing goals and objectives for camper development and year-round programming.
2. Assist in developing, meeting, and maintaining (including a periodic review) program policy and procedure guidelines that meet or exceed ACA standards.
3. Assist the Camp Director in selecting the Program Coordinator. Camp Director has final hiring authority with approval of the 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 appoint, organize and support the Sounds of the Mountains Festival Committee. OMC Program Subcommittee members are strongly encouraged to attend all meetings of the Sounds of the Mountains Committee.

## **Property Subcommittee**

*Responsible To: OMC of the 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) representing member of the [2016-2019 Congregational Phase Subcommittee of the "Seed, Scattered and Sown" Mission Resourcing Campaign Committee], and
3. two (2) representing members of the [2017-2019 Camp Bethel R.V. Village and Road Improvement Committee, along with one member from Finance Subcommittee, one member from Program Subcommittee,

the Camp Director (ex-officio), the Facilities Manager (ex-officio), and the Guest Services Coordinator (ex-officio)].

**Duties:**

Work with Camp Director and Facilities Manager to:

1. Serve in one of four roles defined in the "Structure" section above.
2. Provide direction and oversight for the development, expansion and maintenance of the camp site as per the site development plan, annual goals, and conforming with ACA standards.
3. Assist the Camp Director in selecting the Facilities Manager. Camp Director has final hiring authority with approval of the Virlina District Board.
4. Prepare a yearly budget for site development and maintenance.
5. Record, diagram, and update the layout of the camp to include proper water, electric and sewage systems.
6. Provide oversight of inspections and repairs of buildings, vehicles, equipment and all contracted work.
7. Establish a list of safety procedures for all groups using the Camp.
8. Prepare and update annually a 5-year Capital Improvement Plan.
9. Develop and implement a Risk Management Plan.
10. Serve as OMC liaison to the Facilities Manager, providing direct support to and meeting at least twice annually with the Facilities Manager.
11. Annually organize and implement Camp Bethel’s Heritage Day Festival (always the first Saturday of October).

# OMC Organizational Chart

**Outdoor Ministries Committee of the  
Virlina District Board—Church of the Brethren, Inc.**  
*13 voting members (6 elected by District Conference, and 7 appointed by District Board) and 3 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 Virlina District Board Executive Committee and the Virlina District Board. The OMC Chair is not required to serve on any other OMC sub-committee. Six (6) voting members and three (3) ex-officio members.*  
**Chair, Vice-Chair, Secretary, Finance Sub-Com Chair, Program Sub-Com Chair, Property Sub-Com Chair, Camp Dir (ex-off), Assoc District Exec Minister (ex-off), Virlina Dist Treasurer (ex-off).**

**OMC FINANCE SUB-COMMITTEE**  
4 MEMBERS:  
1. Chair = OMEC & rep to Stewardship.  
2. Rep to VDB with vote.  
3. Rep to MRC-Cong. Phase Committee.  
4. Rep to RV Village/Road Plan Comm.  
*Organize annual Benefit Golf Tournament.*

**OMC PROGRAM SUB-COMMITTEE**  
4 MEMBERS:  
1. Chair = OMEC.  
2. Rep to Sounds of the Mtns Comm.  
3. Rep to MRC-Cong. Phase Committee.  
4. Rep to RV Village/Road Plan Comm.  
*Assist annual Sounds of the Mtns Festival.*

**OMC PROPERTY SUB-COMMITTEE**  
4 MEMBERS:  
1. Chair = OMEC.  
2. Rep to MRC-Cong. Phase Committee.  
3. Rep to RV Village/Road Plan Comm.  
4. Rep to RV Village/Road Plan Comm.  
*Organize annual Heritage Day Festival.*

# Camp Bethel Organizational Chart

