

2024 EDITION

# CHURCH HANDBOOK



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# MINISTRY INFORMATION



## A LITTLE BIT ABOUT CAMP IN THE COMMUNITY

Summer camp is an incredible experience where children can grow in independence, develop more personal faith, discover new friendships, and build relationships with older peers. Unfortunately, for many children, experiencing camp is financially impossible, culturally improbable, and physically challenging.

Camp in the Community partners with local churches to offer a high-quality summer camp experience to underserved campers in both rural and urban low-income communities.

We have been in ministry since 2011 when we served 77 campers. We are now able to serve up to 1,450 campers in 28+ locations.

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# AN OVERVIEW OF CAMP

Each camp runs Monday to Friday from 8:30 a.m. to 4:30 p.m. The camp staff arrives on Sunday evening to set up, meet with junior counselors, and settle into where they will live for the week.

The Site Coordinator checks in with church leadership, and together, they talk through the week, focusing on the plan for Monday. Each day when camp ends, the church leader and site director will check in to update and readjust.

Campers participate in Morning Watch, a short morning worship time with a devotion by a minister from the host church.

After breakfast snack, and morning watch, activities begin. Lunch is at 12:15 p.m., and Bible study commences immediately after lunch, followed by three more activity blocks and check out at 4:30 p.m.

All activities are designed to point children to Christ, build a positive community with their group, connect them with a caring church, experience something new and unique, and have fun in a safe environment.

Participants are not asked to provide financial proof to attend, and CITC relies on churches to recruit the qualifying campers.

## CAMPER POPULATION AT EACH HOST SITE

- **Up to 50 Campers**
- **Marginalized Communities**
- **Ages 5-14**
  - Kids under 5 can not participate
  - Campers must be potty trained and able to take care of their own bathroom needs
- **4-12 Junior Counselors**  
Ages 15+
- **At least 80/20 Rule**  
80% of campers recruited through outreach efforts



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# OUR COMMITMENT TO HOST LOCATION

**THIS MINISTRY MAKES THE BIGGEST IMPACT WHEN BOTH PARTNERS ARE ON BOARD 100%. WE WANT TO MAKE IT CLEAR EXACTLY WHAT WE PROVIDE.**

## Pre-Camp Leadership

CITC team coordinates with the host church to schedule dates, plan details, distribute publicity material and registration forms (paper and digital), plan training opportunities, and answer questions. We are responsible for creating programming, planning schedules, purchasing supplies, hiring and training staff, and continually evaluating the program. **All materials are located on the church portal.**

## On-Site Leadership

Prior to camp, we will check in to be sure of any changes or new needs. During the week the Site Coordinator and Assistant Site Coordinator will supervise and adjust programming, supervise staff, instruct volunteers, and work to ensure a high-quality program, as well as build relationships with church and community. Full-time leadership team will plan visits with each site as well.

## Camp Counselors

We divide campers into groups based on age. Each counselor will be in charge of their small group, and they will remain a unit for most activities. The counselor is responsible for managing group behavior, imparting the love of Jesus, leading Bible studies, and leading most activities. The counselors or leadership team conduct all activities. Counselor numbers may be reduced if camper numbers are projected to be lower than anticipated.

## Junior Counselor Training

Jnior Counselors (youth ages 15+) are trained during a District training day prior to summer. More Info will be shared soon. Those who are not able to attend will be required to attend an alternative training session.

## Promotional Material

Each host location will be given a site-specific poster, postcard, and banner to share with their community and invite people to camp. These materials will include the camp theme, hours and days, host church name and church address, and information on how to contact the church about registration. **Please use only official Camp In the Community Promotional Material.**



## Camper Catalog

The Camper Catalog explains policies, procedures, information on safety, hiring and vetting processes for staff, how healthcare concerns are handled, how behavior issues will be handled, and the process for check-in and check-out. Each family **must be** given the catalog when they complete registration forms to meet American Camp Association standards.

## Registration Forms

Registration forms and program waivers are separate from the camp catalog. It is crucial that these forms are used to register campers and are checked for completeness. Families with multiple campers can use the same form. We must receive paper forms the Thursday before camp begins, and all paper forms should be entered online as they are received.

## Daily Programming

Our curriculum centers around spiritual growth, environmental education, STEM, mental health, arts and crafts, and active play. All activity supplies and curriculum are provided by camp, and led by the staff team. See *Camp Schedule* for more details.

## Bible Studies

Every summer, we share a theme with all of Holston Conference Camping. Each day, groups will participate in interactive Bible studies, encouraging camper participation, understanding, and application. Morning Watch follows this theme as well. Summer-specific information is available in the *2024 MIR Guide*.

## Morning Watch

Morning Watch is a short time of worship and devotions designed for our campers. The CITC team will share their musical gifts during this time. During this time, a church leader will share devotions with the group. See *MIR Guide* for more details.

## Insurance

CITC carries insurance that protects our campers, churches, volunteers, staff, activities, supplies. If a camper becomes injured at camp and does not hold insurance, our insurance will cover them as the primary insurance. This not only keeps us well covered but prevents possible camp injuries from becoming an unexpected financial burden for our campers.

# HOST COMMITMENT TO CAMP

THIS SECTION SHARES IN  
DETAIL WHAT EACH HOST  
LOCATION COMMITS TO  
WHEN HOSTING CAMP IN  
THE COMMUNITY.



## Host Site Coordinator

Each host site should have one point-person who is the contact for CITC. This simplifies the process and helps to ensure positive communication between the host site and CITC. The coordinator does not need to do all tasks but assumes responsibility for making sure tasks are completed, and information is communicated with all necessary parties.

## Camp Planning Team

Each church should have a team of people committed to making camp the best it can be. We recommend 3-5 people on the planning team. The team is responsible for equipping people to recruit campers who genuinely need this experience, collecting registration forms, recruiting volunteers, organizing meals and snacks, and coordinating housing and food for the camp staff.

## Recruitment of Campers

The capacity for each week of CITC is 50 campers, ages 5-14 and 12 Junior Counselors ages 15+. Do not exceed the set amount for your site without permission, but aim to fill to capacity. Recruiting the right demographic can be challenging. Utilize church members to share information with the children who need it. Use our recruitment guide as a tool for finding ideas on how to invite campers. Junior Counselors are not Included In the capacity count.

## Media

Before promoting camp or inviting news media, please discuss plans with the CITC Director. During camp, we must be careful what we share with the public to keep kids safe. See *Social Media Policy* for more info.

## Proof of Liability Insurance

Proof of liability insurance is due by April 30th and is simple to obtain from your church insurance provider. You need to request a "Certificate of Liability Insurance" adding Camp in the Community, Inc. as an additional insured for the dates when camp is happening at your location. Most insurance companies complete this at no added cost.

## Meeting Space

CITC will need the following spaces to host a successful week of camp:

### Indoor Areas

- 5-6 classrooms
- Eating areas

### Outdoor Areas

- Check-in/Check-out
- Morning watch
- Play area

## Daily Volunteers

During camp, campers need to build relationships with their groups, but also with people from the church who they may see long after camp is done. Volunteers may help with check-in and check-out, answer questions for the leadership team, prepare lunch and snacks, and most importantly, be available to have fun and build relationships with campers. Additionally, volunteers can go through safety check-offs to help with bathroom breaks and to be utilized as a staff member in the "rule of 3." See *Volunteer Check-Off* for details. All volunteers must complete a volunteer waiver each year.

## Junior Counselors

Junior Counselors must be 15 years old or older. They are recruited by the host or partnering churches to volunteer alongside camp staff and work with a group of campers. Youth participate in training opportunities presented by CITC staff. Youth have the opportunity to grow as leaders and serve within the church while being supervised by older peers. Each church must have a minimum of 4, and maximum of 12 Junior Counselors. Each participant will complete the Junior Counselor Registration Form. See *Junior Counselor packet* for details.

## Breakfast Snack/Lunch/Afternoon Snack

Breakfast should be served as a grab-and-go station near outdoor check-in from 8:30-8:50 am. Lunch is from 12:15-1:00 pm. Counselors will pick up afternoon snacks at 3:45pm for their group and take them to their group's assigned area to enjoy. Please check dietary needs and allergies on registration forms to be prepared to accommodate your campers. *Feel free to use our sample snack and lunch menu for ideas.*

## Access to Bathrooms/Water

Campers and staff need access to bathrooms during camp hours. They also need access to drinking water, a space to wash hands, and access to an outdoor water spigot. **We will bring a 5-gallon drinking cooler and reusable water bottles for campers to use to reduce our impact on the environment.**



## Ministers In Residence

Pastors at camp are called MIRs (Ministers in Residence). They provide spiritual direction during camp. We want our campers to know pastors as spiritual leaders and people, too. We ask our pastors to share a devotion during morning watch, in addition to spending time doing activities with the kids. Lives are transformed through relationships. *See MIR guide for details.*

## Housing for Staff

CITC relies on our hosts to find adequate camp housing (Sun-Fri). We do require check-ins and background checks for hosts, which we will conduct as we receive information about where staff will be staying. *Please refer to our Homestay Policy for more details on requirements for host homes.*

## Meals for Staff

Our staff need meals beginning on Sunday at dinner, and ending Friday at breakfast. Dinner can take place at the church, a volunteers home, restaurant, or where staff are staying. For continuity, we ask that dinner is served at 6:00 pm. Typically, this is the perfect time to get to know community members, and build relationships between the staff and those who make a difference year-round in each community.

## Social Media Policy

During camp, our staff and your church volunteers may take photos of campers. We have a strict policy for how those photos may be used. Campers, staff, and volunteers sign release forms allowing both camp and associated churches to use photos on official social media accounts, and in other official capacities. Photos may not be shared on personal social media accounts. We do not want to inadvertently invite attention from predators, noncustodial family members, or endanger a child who may have a precarious home life. For these reasons, **photos should not be shared during the week of camp.**

## Post Camp Evaluation

After camp is complete, the host location will be sent an evaluation for the overall program. Please share this evaluation with all churches and volunteers involved with camp. Please respond to evaluation as quickly as possible. Your feedback is vital to our future success, and many of our innovations over the years have come directly from these evaluations.

## Commitment to Our Mission and Values

By partnering to host camp, we are together committing to adhere to our mission and values. It is essential that we serve campers who could not otherwise experience camp. We recognize there are many barriers that prevent kids from attending camp, including economic disparities, location, transportation options, cultural differences, and language barriers. Our continued commitment to serving those who would not get a camp experience is vital to the integrity and sustainability of future ministry.

## Deposit:

Once approved, each host location pays a deposit of \$500. This is due **January 12th**, and is nonrefundable.

## Remaining Fee:

The remaining balance from each host location is due by **March 15th**.

## Cancellation:

When the host location is accepted and signs the contract, they commit to follow through with payment as agreed upon, along with all other tenets of this guide. If that becomes impossible and cancellation is necessary, the camp will work diligently to fill the week with another paid host location. If we are able to secure a paid replacement, a refund will be given of the total minus deposit. If we are able to secure a location willing to host, but unable to afford the fee, we reserve the right to reallocate your funds to continue our call to ministry in another community.



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# SCHEDULE OF THE WEEK

THIS WILL HELP YOU PREPARE FOR THE STAFF AND CAMPERS' SCHEDULES DURING THE WEEK.

## SUNDAY

12pm - Camp Leadership Team Meeting - Bungalow (Maryville, TN)

2pm - All Camp Staff Meeting - Bungalow (Maryville, TN)

3:30pm - Depart for Host Site

\_\_\_\_\_ - Arrive at Host Site

\_\_\_\_\_ - Team Splits up to:

Meet with Leadership

Set up Camp

Begin Jr. Counselor Orientation

\_\_\_\_\_ - Dinner and Move In

## MONDAY-THURSDAY

7:45am - Staff Arrive at Church

8:30am - Check in Begins

9:00am - Camp Schedule Begins

4:30pm - Check Out Begins

4:45pm - Team Splits up to:

Check-in with church leadership

Clean up and set up for the next day

45 min. of Jr. Counselor Training

5:30pm - Camp Staff Debrief

6:00pm - Dinner

7:15pm - Staff Bible Study

8:00pm - Camp Staff Free Time

11:00pm - Camp Staff Bedtime

## FRIDAY

7:45am - Staff Arrive at Church

8:30am - Check in Begins

9:00am - Camp Schedule Begins

2:00pm - Check Out

2:15pm - Team Splits up to:

Check-in with church leadership

Clean up and pack trailer

2:45pm - Team Departs for Bungalow (Maryville, TN)



# RUBRIC FOR SUCCESS

Area of Ministry ● Missed the Mark ● Hit the Mark ● Exceeded the Mark

|                              |  |   |   |
|------------------------------|--|---|---|
| Church Member Involvement    | ● Only the pastor and coordinator involved in implementing camp                          | ● Pastor and coordinator involved in camp implementation, along with other members  | ● Most everyone in the church/ministry involved in camp implementation                      |
| Recruitment of Campers       | ● Less than 80% of maximum, majority members, not correct population                     | ● Near or at 80% of maximum, 80%+ community members, correct population             | ● 90%+ maximum, 95%+ community members, camp pop. more diverse than local pop.              |
| Adhering to Policies         | ● Disregarding media or social media policies, failing to hold liability insurance       | ● Following media and social media policies, and holding liability insurance        | ● Sharing on social media using proper channels, and sending proof of insurance before camp |
| Communication                | ● Failure to respond in a timely fashion to email/phone questions                        | ● Timely response to emails, phone calls, and forms, and sharing site specific info | ● Timely responses, asking questions, reviewing all paperwork well ahead of deadlines       |
| Junior Counselor Involvement | ● 0-3 youth involved as Junior Counselors  | ● 4-12 youth involved as Junior Counselors, & participate in training               | ● 12 youth enthusiastically serving others, join in all aspects of Junior Counselor program |
| Pastoral Support             | ● All pastors uninvolved in camp, fail to lead devotions, absent during camp             | ● Pastor leads devotions, talks with kids during activities                         | ● Pastor fully involved in camp, leads devotions, spends time with campers, meets families. |
| Care for Camp Staff          | ● Staff not fed all meals, housing doesn't meet set standards for international staff    | ● Staff fed all meals, housing meets standards for international staff              | ● Church families feed staff, build community together, staff housed with host families.    |
| Post Camp Evaluation         | ● Church does not complete post-camp evaluation  | ● One person from the church completes the post-camp evaluation                     | ● Pastor, coordinator, volunteers, youth complete post-camp evaluations                     |
| Commitment to Mission        | ● Blatant disregard of mission, jeopardizing donor relationships, and intercamp missions | ● Careful attention to mission, understand importance of being about our mission.   | ● Everyone at church understands mission and values, and is on board.                       |

**Failure to hit or exceed the mark may result in inability to host camp in future years**

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# COST-SHARING PLAN

The information below explains how CITC and host churches share in the cost of camp.

The true cost of a week of camp at a given site is \$10,200. We know for most churches, passing on that level of financial commitment would make camp an impossibility. We also want the camp to be financially stable enough to serve children now and fifty years from now.



We ask churches to select one of the three tiered prices, with a minimum of \$4,500 total, and to prayerfully consider a larger share if it is financially feasible.\*

## Tiered Pricing

Tier 1 - Covers 44% of the true cost of Camp:  
**\$4500**

Tier 2 - Covers 54% of the true cost of Camp:  
**\$5500**

Tier 3 - Covers 64% of the true cost of Camp:  
**\$6500**

If there is a gap between the host church portion and the true cost, our **Financial Partnership Committee** will reach out to you to receive feedback on potential financial partner churches in your community.

They will then begin the hard work of closing the financial gap on both of our behalves, and on behalf of every camper who needs camp.

\*Application selection and church/camper experience will not be altered because of church's level of cost sharing.

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# CHURCH CONTRACT

THIS IS THE CONDENSED VERSION OF WHAT HAS PREVIOUSLY BEEN LAID OUT AS THE COMMITMENTS OF THE CAMP AND HOST IN PARTNERSHIP.

## CITC Commits To:

Pre-Camp Leadership  
Onsite Leadership (2)  
Camp Counselors (Based on Registrations)  
Junior Counselor Training  
Publicity Materials  
Parent Guide  
Registration Forms  
Daily Programming  
Equipment and Supplies  
Bible Study Curriculum  
Morning/Afternoon Worship  
Insurance

## Host Commits To:

Host Site Coordinator  
Camp Planning Team  
Recruitment of Campers  
Media/Social Media Policy Adherence  
Proof of Liability Insurance  
Meeting Space  
Daily Volunteers  
Junior Counselors  
Lunches and Snacks  
Access to Bathrooms and Water  
Minister in Residence  
Housing for Staff  
Meals for Staff  
Post Camp Evaluation  
Commitment to Our Vision  
Cost Share (\$4500-6500)  
Agreement to CITC Church Handbook

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I have read and understood the contributions required of a Host Church and any partner churches, and of Camp in the Community (CITC) outlined in the Church Handbook.

In signing this contract with Camp in the Community, Inc on behalf of the host church, I agree to the aforementioned contract tenets, and agree to inform camp families of the policies they must agree to in order to participate in camp. I have informed the church and partners of the inherent risks associated with camp, including damage to property, personal injury, and even death. In consideration for being permitted to participate in this event, we agree to assume all such risks and hereby release and discharge Holston Conference Camp and Retreat Ministries, and its affiliated Camp in the Community, Inc, including offers, sponsors, trustees, employees, agents, and other aids and/or volunteers from any and all liability for any and all damage, loss, injury, death of every kind and nature whatsoever which in any way arises out of our participation with this camp event.

I agree to pay the cost-share portion agreed upon in the application to host camp.

I agree to provide Camp in the Community, Inc a Certificate of Liability Insurance naming Camp in the Community as an additional insured.

\_\_\_\_\_  
Host Site Coordinator

\_\_\_\_\_  
CITC Director

\_\_\_\_\_  
Pastor

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# HOST SITE APPLICATION

Host Church Name: \_\_\_\_\_

Host Pastor Name: \_\_\_\_\_ Host Camp Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Church Address: \_\_\_\_\_ Holston District: \_\_\_\_\_

Number of Campers Anticipated: \_\_\_\_\_

Please review cost-share information in church handbook, and indicate the amount your church can commit to (Circle One) \$4500 \$5500 \$6500

\*Amount selected does not positively or negatively impact an application, nor does it alter the high-quality camp experience your church and our campers will receive.

If there are churches in your area the financial partner committee should reach out to, please indicate the church names here: \_\_\_\_\_

Please answer the following questions on a separate page

## First Time Hosts:

- What information about your church and surrounding community would help us to serve you well?
- What does your church and community hope to gain from hosting CITC?
- How will your church reach out to those who could not otherwise experience camp?
- What outreach efforts does your church regularly participate in?
- Will your church be able to supply needed volunteer support?
- Would your church be capable of producing a camp-style program on your own?
- In what ways will you continue to disciple campers and build relationships with their families after camp?
- Can your church fill at least 80% of total camp enrollment?
- Have you reviewed the updated Church Handbook for 2024 before completing this application?

## Returning Hosts:

- Have any answers to the above questions changed? If so, explain.
- How has CITC affected your church?
- In what ways has your church continued relationship-building with the campers who attended?
- What ongoing support would help maximize the long-term effects of the program on your church and community?
- Have you reviewed the updated Church Handbook for 2024 before completing this application?

# PARENT GUIDE/POSTER INFORMATION

ALL INFORMATION IN THIS SECTION WILL BE USED FOR PARENT GUIDE, REGISTRATION FORMS, AND POSTERS FOR CAMP.

Camp Location Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Registrar Name: \_\_\_\_\_

Phone Number to get registration info: \_\_\_\_\_

Email for families to get registration info: \_\_\_\_\_

Public Landing Page: [www.campinthecommunity.org/](http://www.campinthecommunity.org/) \_\_\_\_\_

Number of Campers Anticipated: \_\_\_\_\_

## PARTNER CHURCHES

SHARE CONTACT INFORMATION FOR ANY CHURCHES PARTNERING WITH YOU TO MAKE CAMP SUCCESSFUL

Partner Church Name: \_\_\_\_\_

Partner Pastor Name: \_\_\_\_\_ Partner Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Church Address: \_\_\_\_\_ Holston District: \_\_\_\_\_

Partner Church Name: \_\_\_\_\_

Partner Pastor Name: \_\_\_\_\_ Partner Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Church Address: \_\_\_\_\_ Holston District: \_\_\_\_\_

Partner Church Name: \_\_\_\_\_

Partner Pastor Name: \_\_\_\_\_ Partner Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Church Address: \_\_\_\_\_ Holston District: \_\_\_\_\_

Partner Church Name: \_\_\_\_\_

Partner Pastor Name: \_\_\_\_\_ Partner Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Church Address: \_\_\_\_\_ Holston District: \_\_\_\_\_