

2022 EDITION

CHURCH HANDBOOK

NEW HOSTS



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 1440 campers in 27 locations.

AN OVERVIEW OF CAMP

Each camp runs Monday to Friday from 8:30 am to 3:00 pm. 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 Director 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 morning watch and a brief snack, morning activities begin. Lunch is at noon, and Bible study commences immediately after lunch, followed by 2-3 more activities before check out.

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

- **34-50 Campers***
- Underserved Communities
- **Ages 5-14**
- 4-12 Junior Counselors



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:

Before camp begins, the CITC team coordinates with the host church to schedule dates, plan details, distribute publicity material and registration forms, 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.

On-Site Leadership

Prior to camp, we will check in to be sure of any changes or new needs. During the week the onsite leadership team will supervise and adjust programming, lead specialty programming, supervise staff, instruct volunteers, and work to ensure we are providing 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 all 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

First time Junior Counselors (youth ages 15+) are trained during the week camp is hosted at their site. Training begins with an opportunity to meet the team Sunday evening and complete orientation for the week. Training during the rest of the week is from 3-4 PM, Monday to Thursday. Second and third-year Junior Counselors will be given more opportunities to grow and serve.

Publicity Material:

Each host location will be given a site-specific poster and postcard 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.



Camp Brochure:

Our camp brochure replaces our Parent Guide and 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 provided these materials, along with registration forms, to meet American Camp Association standards.

Registration Forms:

Registration forms and program waivers are separate from the camp brochure. It is crucial that these forms are used to register campers, and are checked for completeness. Campers with multiple campers can now use the same form. We prefer to be given forms a few days before camp begins, and by Sunday night before camp starts at the latest. We allow "day-of" registrations, but use pre-camp registration forms to create groupings.

Daily Programming/Equipment and Supplies:

Each day will include check-in, snack, morning watch, multiple activity blocks, lunch, Bible study, more activity blocks, closing, and check-out. All daily activities are written on group schedule forms and are led by either the counseling staff or leadership team. Camp provides all equipment and supplies.

Bible Studies:

Our theme across all Holston Camps this summer is "Light of the World," **and the theme verse is 2 Corinthians 5:17**. Each day, groups will participate in interactive Bible studies that encourage camper participation, understanding, and application. Devotions each day should follow along with the Bible study theme.

Morning Worship:

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, but we are open to using talents in the church as well. It is during this time that a church leader will share devotions with the group.

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, collect registration forms, recruit volunteers, organize meals and snacks, and coordinate housing and food for the camp staff.

Recruitment of Campers:

The capacity for each week of CITC is 24-50 campers, ages 5-14. 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.

Media:

Before promoting camp or inviting media to camp, please discuss with the CITC director. We hope CITC will be based on building relationships, and efforts should be made to distribute information organically within the community. We will share a premade social media campaign that can be used from church social media accounts. During camp, we must be careful with what we share with the public to keep kids safe.

Proof of Liability Insurance:

Proof of liability insurance is due by May 31st 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. Most insurance companies complete this at no added cost.

Meeting Space:

The camp staff will arrive at the host location on Sunday afternoon to unload supplies, begin set-up, and begin training junior counselors. We will need an outdoor area for morning worship for all campers, staff and volunteers, a space for check-in and out, four indoor classrooms, space for lunch to be served, and an outdoor play area. Our team is accustomed to adapting activities for available space. If you have concerns about available space, please let CITC director know.

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 spend time having fun and building relationships with campers.

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 a maximum of 8 Junior Counselors. See *Junior Counselor packet for details.*

Lunches/Snacks:

During the summer, without school providing regular meals, the campers we serve often go hungry. This is why the morning snack and lunches you provide are so important. They may represent the only nutritious meals a camper receives that day. *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 hands-free 5-gallon drinking cooler and reusable water bottles for campers to use so that we can reduce our impact on the environment.



Pastoral Support:

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, and to spend time doing activities with the kids as well. Lives are transformed through relationships. See *MIR guide* for details.

Housing for Staff:

CITC relies on our hosts to help us find adequate camp housing (Sun-Fri). Due to Covid, our staff can not live with host families unless 100% of the family is fully vaccinated. They may stay in otherwise empty homes. Our international staff agencies require check-ins and background checks for hosts, which we will conduct. *Please refer to our Homestay Policy for more details on requirements for host homes.*

Meals for Staff:

Our staff needs meals beginning on Sunday at dinner, and ending Friday at breakfast. 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.

Adherence to 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 are also cautious about the timing of our posts. We do not want to inadvertently invite attention from predators, noncustodial family members, or endanger a child who may have a precarious homelife.

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 April 1st, and is nonrefundable.

Remaining Fee:

The remaining balance from each host location is due by May 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.

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 \$7000. We know for many churches, passing on that level of financial commitment would make camp an impossibility. We also want camp to be financially stable enough to serve children now and fifty years from now.

It is with sustainability in mind that we are establishing a cost-sharing plan.



We ask churches to share a minimum of \$3,500 total, and to prayerfully consider a larger share if it is financial feasible.

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.

Church Share	\$3500
Dist./Holston Share	\$1500
Partner Share	\$2000
Total Needed	\$7000

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

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 (4)
- Junior Counselor Training
- Publicity Materials
- Parent Guide
- Registration Forms
- Daily Programming
- Equipment and Supplies
- Bible Study Material and Implementation
- Morning 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
- Pastoral Support
- Housing for Staff
- Meals for Staff
- Post Camp Evaluation
- Commitment to Our Vision
- Cost Share (\$3500+)
- Agreement to CITC Church Handbook and Covid Protocols

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

HOST SITE APPLICATION

Host Church Name: _____
Host Pastor Name: _____ Host Camp Coordinator: _____
Email: _____ Phone Number: _____
Church Address: _____ Holston District: _____

Please review cost-share information in church handbook, and indicate the amount your church can commit to (\$3500+) _____

*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? (48 campers)
- Have you reviewed the updated Church Handbook for 2022 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 2022 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: _____

Would your church be interested in an online registration option in addition to the paper registration forms? Yes _____ No _____

Does your church plan to offer transportation as an option, that campers can sign up for? Yes _____ No _____

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: _____

SCHEDULE OF THE WEEK

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

SUNDAY

12pm - Camp Leadership Team Meeting - Knoxville, TN

2pm - All Camp Staff Meeting - Knoxville, TN

4pm - 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

3:00pm - Check Out Begins

3:15pm - Team Splits up to:

Check in with church leadership

Clean up and set up for next day

One-hour of Jr. Counselor Training

4:30pm - Camp Staff Debrief

5:00pm - Camp Staff Book/Bible Study

_____ - Dinner

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

3:00pm - Check Out Begins

3:15pm - Team Splits up to:

Check in with church leadership

Clean up and pack trailer

4:30pm - Team Departs for Knoxville, 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.