



Church Guidelines and Application

Camp in the Community Provides:

CITC Director: The CITC Director coordinates with each church to schedule dates and plan out the details of the camp. They will distribute publicity materials to the church as well as registration forms, meet with the churches, create programming, plan the schedule, purchase supplies, supervise staff, run volunteer trainings and youth leadership development events for junior counselors. Any problems or questions should be directed to the CITC Director.

Site Director/Assistant Site Director: The Site Director and Assistant Director will help to plan programming, make schedule adjustments as needed, lead specialty programs, supervise staff during camp, aid volunteers in check-in/out process, implement the program, lead worship and constantly evaluate and work to improve program. The Site Director and Assistant Director report directly to the CITC Director.

Counselors: Campers will be divided into four groups based on age. Each counselor will be in charge of his/her small group, and they will remain together for all activities during the week. The counselor is responsible for managing behavior of the group, imparting the love of Jesus, leading Bible studies, and leading most of the activities. All activities will be led by the Counselor or Leadership Team, unless given expressed consent by the CITC Director.

Junior Counselor Training: Training for Junior Counselors is typically done in 2 sessions conducted at the local church, conference office, or retreat weekend. Training includes an introduction to the camp's mission and values, how to work with children, the importance of being a positive role model, safe sanctuary rules, and games you can play with children. At the conclusion of the training, each junior counselor will be given a book with tips and tricks to use for the week.

Publicity Material: Each church will be provided with a poster and postcard with the theme for the summer, camp hours and days, church name, church address, and registration information.

Parent Guide: We will provide for the church a guide for parents/guardians to read before signing their children up for camp. All parents/guardians will need a copy of the two-page guide. The guide explains how to check campers in and out, how healthcare concerns will be addressed, items to bring and prohibited items, and how behavior issues will be handled.

Registration Forms: We will provide registration forms for the church to distribute. Forms must be completely filled out by either a parent or guardian. Each camper must have a separate registration form. It is helpful (but not required) to have all registration forms turned in a few days before camp begins. This helps the CITC Site Director to divide campers into groups for the week.

Daily Programming/Equipment and Supplies: All daily activities will be implemented by either the counseling staff or the CITC Site Director. All equipment and supplies will be provided by Camp in the Community (CITC).

Bible Studies: Our theme for Camp in the Community 2019 is "Rooted in Christ" Each day, groups will participate in small group Bible studies led by their counselor. Our Bible studies are interactive and encourage camper participation in the activities, Bible readings, and discussion questions.

Morning Worship: Each morning we will begin our day with a short devotion along with some praise and worship music. The CITC team seeks out young adult volunteers to play instruments for worship. *If your church has young adults interested in playing instruments during Camp in the Community worship, let the CITC Director know.*

Accident Insurance: All campers are covered by CITC accident insurance during the time they are at Camp in the Community each day.

Ongoing Support: After CITC is completed, we would love to partner with you as your church/partner churches continue to reach out to the communities around you.

Churches Provide:

Local Coordinator: Each church will need at least one person who is willing to communicate with the CITC Director during the months leading up to camp.

Host Church/Partner Church Design Team: Each church hosting/partnering will need to offer up members for a design team. We suggest 2-3 per church, with a maximum of 10 people. The design team will be responsible for equipping teams to go out in the community to recruit campers who truly need this experience, collect registration forms, as well as recruit volunteers to help during the week of camp. Coordinators should also organize the lunches and snacks for the week of camp, as well as coordinate housing/food for the 6 Camp in the Community staff.

Recruitment of Campers: Capacity for each week of CITC is 60 campers, rising kindergarten to 8th grade. Please do not exceed this amount without permission from the CITC Director, but aim to fill to capacity. Recruiting the right campers can be a challenge, and requires help from church members. Part of our mission is to help each church reach out to the community around them, and although we do allow members to sign up their children, our hope is that the majority of campers are from the surrounding community. In the past, churches have gone door to door, and shared information with food/clothing pantries in order to get the word out.

Media: Do not promote registration or share the successes of CITC with the media, without first discussing with the CITC Director. Since we hope the camp will be very community focused, we prefer registration information be distributed organically instead of through paid means (radio ads, television spots, newspaper articles). During camp, if you would like to share Camp in the Community with local media, please discuss options with the CITC Director. In order to keep the children safe, we must be careful about what we share with the public.

Proof of Liability Insurance: Before camp begins, please contact your insurance provider and request a Certificate of Liability Insurance. You will need to add CITC as an additional insured for the camp period. Most insurance companies will do this at no additional charge, and it is generally a quick process.

Meeting Space: The outreach team will arrive on the Sunday evening before camp to unload our supplies and set up. The meeting space needed will be: a space to have morning worship with the full group, a space with table for check in/out, 4 covered spaces for small groups, space with tables for lunch, and outdoor play space. The team is used to adapting activities to the available space. If you have concerns about available space, let the CITC Director know.

Daily Volunteers: During Camp in the Community, some daily volunteers will be needed: One person available for check-in and check-out, one person available for general needs throughout the day, and a lunch/snack team.

Junior Counselors: Junior Counselors are youth ages 15+ that are recruited by the host church or partner church(es) to volunteer alongside the camp staff with one of the four groups of campers. These youth will participate in training from the Camp in the Community staff. This gives youth an opportunity to work with well-trained young adults, helps them to develop leadership skills, and to be involved in the ministry of the church. Training sessions can be scheduled with the CITC Director. Each church is required to recruit a minimum of 4 and maximum of 12 junior counselors.

Lunches/Snacks: A morning snack will need to be provided. It can be as simple as a piece of fruit, fruit cup, or small bag of chips. Summer is a difficult time for children, especially those who are typically on free/reduced lunch. Over the years, it became apparent that many go without breakfast, and that we can easily alleviate their hunger with a morning snack. As for lunch, attached is a sample menu based on what past churches have done.

If your church is in Tennessee, ETHRA can be a valuable resource to you for providing free lunches to children. Please talk with the CITC Director if you would like more information.

Access to bathrooms/water: Children and staff will need access to bathrooms during the day; these can either be within the church or a portable option outside the church. Also needed is access to a water fountain or some source of water during the day, as well as access to a water hose for water days. CITC can bring a 5 gallon cooler to set up for water if needed.

Pastoral Support: At Holston Conference Camping, we have Ministers in Residence (MIRs) who provide spiritual direction during camp. Part of our goal is to provide community children with a connection to the church. An important part of that is connecting the children with someone who will still be at the church after CITC is gone. If you have a pastor (or more than one pastor) who is willing to take on the role of leading short morning devotions, please let us know. We can provide training and resources for our summer theme: "Rooted in Christ." CITC would benefit greatly from this type of pastoral support.

Housing/Meals: Because CITC does not have a home base with lodging available, housing is needed for the CITC team. CITC staff has stayed in the homes of church families, in hotels, in adjoining rooms of the church, and in KOAs. The church should work with the CITC Director to make housing arrangements. Meals are needed for the staff beginning Sunday dinner and ending Friday breakfast. Staff enjoy getting to know community members through dinners when possible.

Post-Camp Evaluation: After CITC, the church will be sent an evaluation of the overall program. Please distribute the evaluation to any adult who was involved with the program. Return evaluations to whitney@campinthecommunity.org or PO Box 850 Alcoa, TN 37701. Your help is appreciated and provides valuable insight into improving the program.

Deposit: Each host location, once approved, will pay a deposit of \$500. This is due by January 31, 2019. This deposit is not refundable.

Remaining Fee: The remaining balance from each host church is due by April 30th.

Cancellation: When all contracts are signed and a host location is accepted, each location is committed to follow through with payment in full, as well as the other tenets of this guide. If that is not possible, and a 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 fee minus deposit. If we are able to secure a location willing to host, but unable to afford the fee, we reserve the right to use the funds intended for your site to continue our call to ministry in another community.

Sample Menus

Sample A

Monday – Chicken Tenders/Mac N Cheese

Tuesday – Sandwiches/Chips

Wednesday – Petro (Chili, Fritos, Lettuce, Sour Cream)

Thursday – Pizza/Fruit

Friday – Hot Dog/Chips

Sample B

Monday – Spaghetti, Garlic Toast

Tuesday – Taco/Fajita (Tortilla, Rice, Beans, Meats)

Wednesday – Chicken Patty Sandwiches/Mac n Cheese

Thursday – Corn Dogs/Chips

Friday – Sloppy Joes/Fries

Sample C

Monday – BBQ Sandwiches

Tuesday – Grilled Cheese/Chips

Wednesday – Taquitos/Pizza Rolls and Fruit

Thursday – Chili Mac

Friday – Hamburgers/Fries

Camp in the Community Application – Summer 2019

Application deadline is November 30, 2018.

APPLICATIONS CONSIDERED AS THEY ARE RECEIVED.

Host Church Name: _____

Host Pastor Name: _____ Host Camp Coordinator: _____

Email: _____ Phone Number: _____

Church Address: _____ Holston Conference District: _____

Partnering Church Name: _____

Partnering Pastor Name: _____ Partnering Camp Coordinator: _____

Email: _____ Phone Number: _____

Church Address: _____ Holston Conference District: _____

*Additional church partners can be listed on a separate page. Please include the above information.

Program Dates Requested:

Option 1: _____

Month/Days

Option 2: _____

Month/Days

Option 3: _____

Month/Days

Is the host church/partner church(es) able to support this program financially? Yes No

Is your church willing to apply for grant funding and/or fundraise to make this camp possible? Yes No

Please answer the following questions on a separate page.

Questions for first time participants:

- What should we know about your church and community in order to serve you best?
- What does your church hope to gain from camp in the community?
- The focus of Camp in the Community is on outreach. Please describe the ways you will reach out to those who do not attend your church to bring them to camp.
- What outreach efforts is your church already involved in?
- Will your church be able to provide volunteer support (adults and at least 4 youth 14+)?
- Would your church be able to put on a “camp in the community” style program without the support of CITC?
- What supporting outreach opportunities can your church provide throughout the year, to maintain community involvement in the church?
- Will your church be able to fill camp enrollment to at least 80%? (48 campers)
- Is your church willing to involve your congregation in gathering recyclables for programs?
- Have you reviewed the updated church handbook for 2019?

Questions for returning participants:

- Have any of the answers to the above questions changed? If so, please explain.
- How has your church benefited from the Camp in the Community program?
- What ongoing support would help you maximize the long-term effects of the program on your church and community?
- Have you reviewed the updated church handbook for 2019?



Church Contract

Camp in the Community (CITC) is a ministry of Holston Conference Camping and Retreat Ministries. It is a week-long day camp program for children in poverty. The camp operates in partnership with a host church located in an impoverished community, alongside a partner church in the Holston Conference.

We travel throughout the Holston Conference to provide a summer camp experience to those who could not otherwise afford to attend summer camp. This is for the purpose of sharing the gospel in a tangible way, and developing lasting relationships between the community and the church. In addition to reaching children in poverty, the program works with area youth to develop them as leaders in the church. Youth are provided leadership and childcare training, and serve as junior counselors.

After reading through the “church guidelines,” please sign below and return signed and initialed pages to: PO Box 850 Alcoa, TN 37701 or whitney@campinthecommunity.org

CITC Provides	Host and Partner Churches Provide
• Camp in the Community Director	• Design Team Members
• CITC Site Director and Assistant Director	• \$3,000 shared with partnering church(es)
• 4 Counselors	• Camp Coordinator
• Leadership Development for Assistant Counselors	• Recruitment of Campers (capacity is 60)
• Publicity Materials	• Proof of Liability Insurance
• Parent Guide/Registration Forms	• Meeting Space
• Daily Programming	• Daily Volunteers
• Program Equipment and Supplies	• Lunches (Staff and Campers)
• Bible Studies	• Snack (AM)
• Morning Worship	• Access to bathrooms/water
• Ongoing support for outreach and community development efforts	• Pastoral Support
• Accident Insurance	• 4-8 Junior Counselors
	• Housing/Meals for 6 CITC staff members.
	• Post-Camp Evaluation

I have read and understand the contributions required of both CHURCH and any partner churches and Camp in the Community (CITC) outlined in the "church guidelines" and agree to act in accordance with them.

In signing this contract with Camp in the Community, Inc. on behalf of the host church listed below, I confirm that the camp dates are correct; I acknowledge that I have read and agree to the "Church Guidelines," and I have informed the group participants of the parent/guardian guidelines. Furthermore, I understand and have informed the group of the inherent risks associated with our event 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, its affiliated Camp in the Community officers, sponsors, trustees, employees, agents and other aids and/or volunteers from any and all liability for any and all damage, loss, injury, or death of every kind and nature whatsoever which in any way arises out of our participation in this event.

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

Church Name: _____

Host Church Signature: _____

Pastor Signature: _____