

# **OPERATIONAL POLICIES FOR WEIR BAPTIST CAMP**

*(Revised March 2014)*

## **I. PURPOSE**

a. The purpose of these policies is to provide a guide for conducting a comprehensive camping program each year for the Southeast Kansas Baptist Association and for the general operation and development of the Weir Baptist Camp.

b. Weir Baptist Camp is a Christian facility and all activities held at this facility must not be distracting to the cause of Christ.

c. Within this document the Southeast Kansas Baptist Association of Southern Baptist Churches will be referred to hereafter as "*The Association*" and Weir Baptist Camp will be referred to as "*WBC*".

## **II. WEIR BAPTIST CAMP ADMINISTRATION TEAM**

### **SECTION 1.**

a. Within this document, the Weir Baptist Camp Administration Team will be referred to hereafter as the "*WBC Team*".

b. The Weir Baptist Camping Program shall be governed by the WBC Team. The WBC Team shall be responsible for the operation of the camp and shall provide a quality camping program. This team shall be comprised of persons approved by the Association in accordance with its constitution and bylaws. The Director of Associational Missions shall serve as the Camp Administrator. The Moderator and Vice-Moderator of the Association shall serve as members of the WBC Team. At the Annual Meeting, the Association shall approve a minimum of eight members to serve on the WBC Team. The WBC Team shall consist of the Director of Missions, the Camp Manager, the Moderator and Vice-Moderator of the Association, and a recommended minimum of eight approved members. The Program Directors shall serve in an advisory capacity only, unless approved as a member of the WBC Team.

### **SECTION 2**

The Camp Manager shall be responsible for the calling of meetings of the WBC Team and will preside at the meetings. The WBC Team shall choose its own secretary to record the minutes of all meetings. Following each WBC Team meeting, these minutes shall be given to the Association secretary and then sent to each member of the SEKBA Administrative Team.

### **SECTION 3**

All Associational Camps shall be approved by the WBC Team in advance of dates being placed on the associational calendar.

## **III. CAMP PERSONNEL**

### **SECTION 1: WBC TEAM**

a. The WBC Team shall present to the SEKBA Administrative Team, preceding the Annual Meeting, nominations for the Camp Directors of all Associational Camps. The nominations shall then be presented at the Annual Meetings for approval. In the

event of a vacancy during the year for any of the camp personnel, the WBC Team shall present a nomination to the SEKBA Administrative Team for approval.

b. Program personnel for camps shall be enlisted by the Program Directors of the respective camps and presented to the WBC Team for approval. Any finances to be paid to Personnel for services shall be approved by the WBC Team. **(See Article VI, Section 3, b)**

### **SECTION 2: WBC Administration**

a. The Director of Missions, as Camp Administrator, shall have general oversight of the Camp and its operation. He may assist the Camp Directors in securing a missionary for each camp. In his absence, or at his direction, the Camp Manager shall perform these duties.

b. The Camp Coordinator shall coordinate the work of the directors of the camps through preparing programs, helping prepare registration materials, and securing help from the Associational Office, as needed.

### **SECTION 3: WBC Manager**

a. The WBC Manager shall supervise the maintenance and building needs at the camp and to implement all developed policies.

b. The WBC Manager shall be responsible for securing and supervising other personnel to help in the operation of the camp, including Food Service Supervisor, and other support personnel as needed. Job descriptions shall be provided to all camp support personnel by the Camp Manager.

c. The WBC Manager shall be responsible to see that food menus are prepared, and supplies purchased. He shall work with the Camp Directors of the camps in planning, preparing and executing the camping program.

d. The WBC Manager shall lease or purchase all needed equipment for use by the camp as approved by the WBC Team.

e. The WBC Manager shall ensure that the camp grounds are ready for use during the camps.

f. The WBC Manager shall be responsible for all cabin assignments.

### **SECTION 4: WBC Finance Personnel**

The Association Secretary/Treasurer shall be responsible for maintaining all financial accounting records for the operation of WBC. He/she shall follow all procedures set forth by the Association and the Camp Policies to ensure that all finances are properly received, recorded, and disbursed. He/she shall make monthly financial reports to the Associational Office and Camp Manager; quarterly financial reports to the SEKBA Administrative Team; and yearly financial reports to the Annual Meeting of the Association. All gifts and funds will be received by the Baptist Area Office, recorded, and deposited in the WBC checking account.

## **SECTION 5: WBC Program Directors**

a. The Camp Program Directors, the Camp Administrator, along with the Camp Manager, shall plan and prepare the camping programs which will include camp activities and program personalities for each camping week. They shall present such to the WBC Team for approval. Camp Directors will be responsible for program personalities and preparing program budgets for respective camps.

b. The dismissal of a camper from WBC will be the responsibility of the perspective Camp Program Directors in accordance with camp policies. **(See Article IV, Section 3, no. 13 & 14)**

## **IV. USE OF WEIR BAPTIST CAMP**

### **SECTION 1**

The Association recognizes that churches having cabins will always have the right to use their facilities at the camp. In order to be good stewards, to maintain the camp, and avoid conflicts in the use of the camp, the following procedures have been developed for the use of the camp.

a. Any Church or Associational organization desiring to use the camp shall contact the Camp Manager and schedule the use of the camp. In the event two or more groups desire to use the camp at the same time, usage will be determined on a first come basis. **Multiple scheduling can be arranged when all parties are in agreement.** Exception is that associational activities shall have first priority. The WBC Office shall be notified of group requests and needed arrangements. For safety precautions and liability, under no circumstances shall any group attempt to turn on or off any utilities at the camp.

b. Reservations for usage of associational buildings are required. The WBC Team shall set any fees for the usage of any associational facilities. The fees will include the cost of utilities, insurance, etc. Damage repair cost to any building or grounds will be billed to the responsible group.

c. All groups using any facilities at WBC must provide their own medical insurance. Liability insurance only is carried by the camp. Proof of such insurance will be required before the use of the camp is allowed.

### **SECTION 2**

For safety precautions and liability, all new construction and any major renovations to any church cabin or associational property must be approved by the WBC Team.

### **SECTION 3**

The purpose of WBC is to introduce young lives to Christ and to encourage them to grow as Christians. All activities and dress must be of a nature that they would not detract from the purpose of the camp. If the following basic guidelines are broken, the camper/sponsor/guests may be asked to leave the camp facilities. Parents or the sponsoring church will be responsible for furnishing transportation from the camp.

**ALL GROUPS USING THE CAMP AND ALL ASSOCIATIONAL CAMPS SHALL ADHERE TO THE FOLLOWING CAMP GUIDELINES:**

1. All campers are responsible to any camp sponsor.
2. All individuals and groups must remain inside their cabins after "Lights Out" unless they are escorted by a sponsor or staff person.
3. Campers are expected to remain for the full week of camp and attend all classes, activities, and worship services unless ill. All illness must be reported to the First Aid Station personnel.
4. Dress is not to distract from the purpose or testimony of the camp. The WBC Team shall annually evaluate current dressing trends and establish further dress codes based on those trends. All groups using the camp and associational camps, including guests, shall adhere to the dress code for the camp.

**A. Only Senior High campers need swim wear for the YMCA.**

All campers should observe reasonable modesty in swim wear.

**A modest one piece swimsuit is to be worn.**

Everyone is to wear a cover-up (robe, T-shirt, etc.) to and from swimming. For the water slide on campus, old clothes are best plus a beach towel.

**B.** No halters, backless dresses, or bare midriiffs will be worn at any time. Boys must wear shirts at all times except swimming. No sleeveless or half-shirts may be worn.

**C.** Jeans, slacks, or modest shorts shall be worn during the day. **Bike shorts must have other shorts worn over them.** Dresses for girls and slacks for boys or other appropriate apparel are encouraged at worship services.

**D.** Shoes must be worn at all times.

**E.** Clothing advertising secular music groups, tobacco, alcohol, and/or drugs or offensive words or phrases are not allowed at any time.

5. There will be no possession or use of drugs (except for the purpose of medication), alcohol, or tobacco on camp property.

**A. Without exception, all medication, prescription and non-prescription, will be given to the First Aid Station personnel upon arrival at camp.**

**B.** Prescription and non-prescription medication will then be dispensed by the First Aid Station personnel.

**C. Immediate expulsion will result from any violation of these medical rules.**

**D.** Those needing a special diet should notify the Food Supervisor concerning the type of diet needed. **DO NOT BRING ANY SNACK FOODS!**

6. No electronic devices or cell phones will be allowed at camp. **Do not even pack!**
7. No fireworks or firearms of any kind will be permitted on the camp grounds with exception to special recreational or safety training activities such as Safety Shooter's Training with firearms, archery, etc. Recreational and safety training shall be supervised by adults 21 years of age and older.
8. Campers may only leave the camp grounds by checking out at the Camp Office in the care of parents, church representative, or member of the camp staff.
9. No camper will be permitted in or on the water or allowed to fish in the ponds, use canoes or kayaks without adult supervision.
10. No person under the age of 18 will drive a vehicle on the camp grounds.
11. The boundaries of the camp facilities are marked by the fences located on the property lines.
12. Boys are not permitted in or around the girls' cabins and girls are not permitted in or around the boys' cabins except during scheduled camp activities.
13. Following the second disciplinary problem with a camper, the parents will be requested to come to the camp for a consultation with the Camp Director, pastor and/or adult sponsor, and/or the Camp Manager, to resolve the problem.
14. The third disciplinary problem with a camper will result in automatic notification of parents and pastor or sponsor of the camper's dismissal from WBC. Parents will be immediately requested to remove the camper from the campus.
15. There will be no refunds made to campers who have been dismissed from camp because of disciplinary problems.
16. **All campers must have a sponsor from their church on the camp campus at all times, or have made arrangements with a sister church to serve as their camp sponsor prior to camp. No youth or child will be allowed to register for camps without a proper church sponsor.**
17. All parents or guardians will sign the Medical Release form indicating they have read all camp guidelines and agree to adhere to all guidelines as well as responding positively to the leadership at WBC.
18. Other guidelines set during camp will be announced and explained.
19. Exceptions may be made at the discretion of the Camp Manager.

#### **SECTION 4**

Things Sponsors and Campers should bring to camp.

- a. Clothing for five days (see Camp Guidelines above).
- b. Swimsuit or old clothes for water slide.
- c. Personal items (toothbrush, toothpaste, soap, towel, shampoo, etc.).

- d. Bible, pencil, and paper.
- e. Bedding (sleeping bag) and pillow. Twin size mattresses provided.
- f. Money for mission offering, camp t-shirt, crafts, and for snacks at the canteen.
- g. Sports equipment, if pre-approved by camp director.
- h. Water guns & water balloons will be allowed only during organized recreation time.**

## **V. ASSOCIATIONAL CAMPS**

### **SECTION 1: Sponsors**

a. Each church sending campers to an associational camp shall provide one full-time sponsor for every six children and one full-time sponsor for every ten youth. If a church is unable to provide sponsors, the church may make arrangements with a sister church, who will be providing enough sponsors for the total attending campers, to send their campers with the sister church. With such arrangements, all campers must be registered under the name of the sponsoring church. There will be no exceptions to this rule. Male sponsors must be provided for male campers. Female sponsors must be provided for female campers. Each church must enlist their sponsors.

b. All sponsors must be approved by the church. Each sponsor's approved application must bear the signature of the pastor or other church officer. Each sponsor's application is due at the date of camp registration.

c. Sponsors for children's camps must be nineteen (19) years old or older. Assistant sponsors for children's camps must be seventeen (17) years old. Sponsors for youth camp must be twenty-one (21) years old or older. Assistant sponsors for youth camp must be nineteen (19) years old.

d. Sponsors that experience any unresolved conflict with a camper are to report it to the sponsoring church pastor.

### **SECTION 2: Training**

The Camp Program Directors shall provide orientation training for all attending sponsors no later than the opening day of the scheduled camp. The Camp Program Directors and Camp Manager shall provide orientation pertaining to camp guidelines and other camp information for all registered sponsors and campers on the beginning day of the scheduled camp.

### **SECTION 3: Camper Eligibility**

a. Each camper and sponsor must be endorsed by one of the cooperative churches of the Association, or a church invited to participate by the SEKBA Administrative Team or the WBC Team.

b. Senior High Camp is for youth who have completed grades 9-12. Junior High Camp is for youth who have completed grades 6-8. Children's Camp is for boys and girls who have completed grades 3-5. Kingdom Kid's Camp is for boys and girls who

have completed grades 1-2. Day Camp is for boys and girls who are four years and up, including kindergarten.

#### **SECTION 4: Registration**

a. Each camper and sponsor must complete all registration procedures before staying at camp. Registration forms must be completely filled out and all fees have been paid. Registration procedures will be outlined each year in the camp publicity.

b. Cabin assignments will be made by the Camp Manager. All assignments may be changed only with approval of the Camp Manager. Each camper will be assigned to a cabin with at least one other camper from the sponsoring church, except in the case of late registrations which shall be assigned according to vacancies.

c. All campers will be permitted to participate in all recreation activities except as disallowed by parents on the registration forms. All campers and sponsors will be expected to participate in guided recreation.

#### **SECTION 5: Medical History Forms**

A Medical History Form must be completed for each worker, sponsor, and camper in attendance at WBC and signed by the appropriate required signatures. All medical forms will be provided to the First Aid Station personnel on duty for the perspective camp and retained for the duration of the camping season. If workers and/or sponsors are returning to WBC for multiple camps, then only one form is needed for the camping season.

#### **SECTION 6: Program**

The camp program shall consist of worship experiences, Bible study, missions study, discipleship, evangelism, nature activities and recreation in proportion to bring about mental, social, physical and spiritual development of each camper, sponsor, and staff member.

#### **SECTION 7: Visitors**

The camp may be visited at any time by members of cooperating churches or parents and friends while camp is in session. Parents are discouraged from visiting camp if it is believed a child might become home sick. Visitors who wish to eat a meal at camp are asked to make reservations prior to coming. There will be a charge for all visitor meals as set by the WBC Team.

#### **SECTION 8: Transportation**

Each church is to provide transportation to and from the camp. Please do not allow a driver of the vehicle transporting to/from the camp to be below the age of eighteen (18). Church vehicles used to transport campers to off campus activities must be covered by that church's insurance.

#### **SECTION 9: Camp Equipment**

No camping equipment may be loaned out or taken off campus without the permission of the Camp Manager.

## **VI. WBC FINANCES**

## **SECTION 1**

The WBC Team shall prepare a budget for the general operation of the camp for the calendar year. The budget shall include items for building and mechanical maintenance, camp building and grounds improvement, insurance, utilities, and other appropriate needs that may arise. All expenditures shall be verified by voucher and receipts. Monthly financial reports will be provided by the Baptist Area Office. Quarterly reports will be provided to the SEKBA Administrative Team members. A yearly report will be provided for the Annual Meeting of the Association.

## **SECTION 2**

a. The Camp Administrator, Camp Manager, and the Association Secretary/Treasurer, in consultation with the Budget Sub-team, shall prepare a budget for the operation of the associational camps.

Such budget shall be presented to the WBC Team for approval. The budget shall include the costs of food, medical supplies, registration materials, canteen supplies, study materials, general recreation, transportation, personnel, and other support areas of the camp.

b. Each Camp Program Director/Directors shall operate within the money allocated for the budget for program and personalities for their respective camp.

c. The WBC Team shall set campers' fees for each camp. To assist the budget to be self-supporting, but at the same time strive to set fees at an affordable price for campers; the WBC Team shall encourage the churches of the Association to assist with love gifts in the forms of finances and provisions as allowed by county and state health regulations. Such assistance shall be on a volunteer basis.

d. Camp sponsors will only be charged a \$40 food fee for attending the week-long camps. Sponsors' children, who are not campers, age five or older, will be charged a one-half camper fee to cover expenses. No fees will be charged for sponsors' children under the age of five.

## **SECTION 3**

a. Travel expenses and honorariums shall be included in each camp's Operation Budget.

b. If the family of a camp program personality is brought to camp, housing will be provided and the fees will be adjusted for family members of program personalities at the discretion of the WBC Manager.

## **SECTION 4**

The WBC banking financial account shall have at least three signatures (Association Secretary/Treasurer, Camp Manager, and one other person approved by the WBC Team) authorized to make disbursements. Two signatures shall be required to make a disbursement. The Camp Manager and/or the Association Secretary/Treasurer must approve all disbursements. Receipts and vouchers shall be required before any funds are disbursed. Daily collected finances shall be deposited by the Secretary/Treasurer.

## **SECTION 5**



a. Camp supplies shall be determined by the Camp Manager within the camp budget. The use of all supplies contributed shall be at the discretion of the Camp Manager and the WBC Team. Supplies from institutions supported by public taxes shall be accepted only when proper payment for such supplies have been made.

b. An Inventory will be taken at the end of the camping season and all supplies left which are of perishable nature, shall be disposed of at the discretion of the Camp Manager.

## **VII. AMENDMENTS OR CHANGES TO POLICIES**

### **SECTION 1**

Each cooperating church may present suggestions in written form to the WBC Team concerning the camp programs and policies at any of its meetings. If the action of the WBC Team is not satisfactory, the church may present its suggestions to the SEKBA Administrative Team or at the Annual Meeting of the Association for further action.

### **SECTION 2**

The WBC Team shall have the right to amend these policies by a two-thirds majority vote of the team members present at any regular meeting of the WBC Team. Such amendments must also be approved by the SEKBA Administrative Team.