

**Camping and Youth Report
Yellowstone Presbytery
February 2017**

Winter Youth Retreat- Information has been sent out for the Winter Youth Retreat and registration forms are available on the Yellowstone Presbytery website. The retreat will be held at Bozeman First Presbyterian on February 24-26 with skiing at Bridger Bowl on February 25.

Westminster Spires Schedule for 2017

Revamp the Camp	June 2-4
Kotar Wedding	June 10-11
Tadon Family Reunion	June 30-July 5
Staff Training	July 6-8
Elementary Camp	July 9-13
Junior High Camp	July 16-21
Senior High Camp	July 23-28
Nathan Family Reunion	August 6-10
Eisen Wedding	August 25-27
Murphy-Prouty Reunion	August 30- September 2
Highland Holy Days	September 8-10

This is the busiest summer we have had in a number of years. We have one more family reunion considering dates in August.

Summer Camp Program

Promotion

The Summer Camp Brochure and Registration Application will be posted on the Presbytery website within the next week. Copies of the brochure will be available at the February 10-11 Presbytery meeting. It would be helpful if you would take copies to distribute to young people in your congregation. Brochures will be sent to campers that have attended camp within the last two years. Please contact me if you need brochures to distribute during your Vacation Bible School program!

Position Responsibilities

I have enclosed a first draft of the responsibilities of the primary staff and volunteer positions associated with the camping program. We will add to this list as we discover additional items to include. As far as I can tell we have not outlined these responsibilities anywhere before, so this is a start to document job duties, and ideally this information will be helpful as we move through leadership transitions in the future.

Staff Update for Summer 2017

The Staff Application for anyone interested in applying for Counselor or Counselor-in-Training (CIT) positions for Summer 2017 is posted on the Presbytery website. I'll be in contact with past staff members to determine their interest in returning to be a part of the camp ministry team. If you know anyone interested in becoming a part of the Westminster Spires staff, please encourage them to contact me and/or complete an application.

Promotion and Registration	Curt Kochner
Staff Training	George Goodrich
Elementary Camp	George Goodrich
Junior High Camp	George Goodrich
Senior High Camp	Katie Emery and Will Johnson
Cook	Bill and Belinda Scott
Crafts	Cynthia Kessler
Program Director	Kara Todd

We have discovered over the last several summers that we need to have a person complete pre-camp planning for a number of activities and events and coordinate the program schedule on a daily basis. We have had some leaders step in and do this on an informal basis, thanks to Hailey Muller and Kara Todd, and we found it very helpful. We will add the Program Director position this summer. Kara Todd is planning to return to camp again this summer, and she will take on this role.

December 2016

Review of Camping and Youth Responsibilities/First DRAFT

GENERAL

- Organize, plan, promote and implement Fall and Winter Youth Retreats
 - Set date, location, program activities, speakers, food preparation
 - Design and distribute brochure for each retreat
 - Process registrations, collect and deposit fees with Yellowstone Presbytery
 - Process vouchers and receipts for all expenses related to retreats
- Organize, plan, promote and implement Summer Youth Camps at Westminster Spires
 - Set date, location, staffing, program and food preparation
 - Design and distribute brochure for Summer Camp program
 - Process registrations, collect and deposit fees with Yellowstone Presbytery
 - Process vouchers and receipts for all expenses related to Summer Camp program
- Submit annual budget for Camping and Youth program to Yellowstone Presbytery
- Manage budget for Camping and Youth program
- Respond to Report Requests from U.S. Forest Service regarding Special Use Permit
- Update Special Use Permit with U.S. Forest Service as needed (Permit renewed in 2016)

VOLUNTEER STAFF

Camping and Youth Committee of Yellowstone Presbytery

- Maintain roster of committee membership contact information to include elected members and contacts at all churches the have youth programs.
- Coordinate the presentation of all Presbytery-wide programming designed for the youth of Yellowstone Presbytery to specifically include Fall and Winter Retreats, Summer Camping program at Westminster Spires and Presbyterian Youth Triennium.
- Recruit and support all staff responsible for presentation of Camping and Youth Programs

Westminster Spires Camp Director

- Develop Camp Schedule/design/adjust/manage calendar including other guests using the camp
- Organize presentation of Staff Training/ Staff Handbook/Arrange food for staff training
- Design and distribute Camp Brochure and Camp Registration materials
- Maintain mailing list of youth who have participated in past retreats and camps
- Recruit, select, hire and complete required documentation (W-4 and I-9 forms) for all paid staff
- Arrange background checks for all paid and volunteer staff that will be working with campers
- Process all camp registrations, send confirmations, collect and deposit camp fees, distribute scholarships provided by Yellowstone Presbytery
- Process and approve vouchers for expenses related to camp program
 - Phone/Trash Removal (Republic)/Utilities/Insurance/Transportation/Staff food/Facility and program related expenses (Red Lodge Lumber/Ace Hardware/Red Lodge Swimming Pool/Beartooth Nature Center/Apsaroka River Adventures/Beartooth IGA)
- Arrange for mail pick-up for camp participants and pick-up milk for all meals (Carbon County Creamery)
- Coordinate facility upkeep and needs with Caretaker (Simon Hill)
- Approve expenses related to facility upkeep and coordinate facility improvements with Revamp the Camp volunteers (Sandy Welch and Jim Tarr) and Caretaker Simon Hill
- Arrange transportation for campers during camp sessions and coordinate travel to and from camp for campers from Billings. (Vans provided for camp by Billings First Presbyterian)
- Approve and coordinate participation of all guests attending camp sessions (Pastors/Whitworth Fellows)
- Facilities/prepare for camp (Revamp the Camp)/close up after camp/prep for guests renting the facilities/close for season
- Fire Safety/communicate with Forest Service on open fire status/water at fire pits/dousing campfires
- Manage day-to-day facility issues
- Communication with local law enforcement and medical facilities
- Security/close gate each night
- Cleaning equipment and materials/kitchen/bathhouse/outhouses/trash bags/toilet paper/etc.....
- Coordinate well water testing with Caretaker

Spiritual Director

- A pastor or pastors will be recruited to provide Bible teaching and spiritual direction for staff and campers for each session of camp.
- Morning Bible lesson/Dialogue questions for small groups/Handouts/Holy Ground devotionals
- Coordinate music and worship activities for each teaching session
- Coordinate evening worship time/Testimonials/Music/Energizers/Small Groups questions
- Available to meet with individual staff and campers

PAID CAMP STAFF

Cook

- Design menus for each week of camp
- Purchase all food for meals and snacks
- Prepare all meals and snacks
- Submit vouchers for all food purchased for reimbursement
- Coordinate meals and snack schedule with Program Director

Camp Program Director

- Coordinate scheduled camp activities with Spiritual Director/Crafts Leader/Cook and Counselors
 - Develop camp schedule/amend as needed due to weather or animals in camp
 - Camper Arrival/collect medications/confirm transportation for campers after camp
 - Transportation for trips to Swimming/Beartooth Pass/Hiking/Service Projects/Rafting
 - Recreation/Games/Group activities/Free Time activities/materials
 - Crafts/Leadership/materials/assistants
 - Housing/assign bunks for staff, campers
 - Service projects/Senior Center/Wildlife Sanctuary/etc.
 - Work Group assignments/kitchen cleanup/bathrooms/grounds
 - First Aid/Equipment and First Aid kits and materials
 - Free time activities
 - Emergency Processes/air horns/animals in camp procedures/first aid and medical emergencies/fire/etc.
 - Morning Staff Meetings/agenda/transportation/schedule/etc.....
 - Evening Activities/group games/camp fires/skit night/dance party/etc.

Counselors

- Focus on the safety and well-being of all campers at all times
- Lead small group dialogue following teaching sessions
- Supervise campers in all supervised and free time camp activities
- Lead recreation activities and team building exercises
- Participate in worship leadership/music/testimonials/recreation/etc.....
- Provide music for worship/energizers/music books/music words on computer
- Assist Crafts Leader (Cynthia Kessler) in helping campers during Craft Time
- Provide leadership for small groups in dish washing/bathhouse cleaning/grounds pick-up/dining hall cleaning/cabin cleaning, etc.
- Assist with snack time/campfire set-up/night games
- Step in as a resource when a need arises (Other duties as discovered and assigned!)

Counselors in Training (CITs)

- Assist counselors in all counselor responsibilities
- Participate as a camper in Senior High Camp