



Camp Lau-Ren Manual for Board of Directors

Revised: June 2018

CAMP LAU-REN is a Christian Camp owned by the United Church of Canada.

THE PURPOSE of the Camp is to provide an experience of Christian community in an outdoor setting wherein persons may have an opportunity for growth in personal relationships, a deepening awareness of God, and the development of personal faith and character.

LAU-REN CAMP CORPORATION owns the property for the United Church of Canada and administers it in accordance with the purpose stated above as a non-profit enterprise, financed from campers' fees which are heavily subsidized by a grant from the Bay of Quinte Conference of the United Church and by gifts from individuals, bequests, congregations and United Church Women's groups in the Presbyteries of Upper Valley and Four Rivers.

THE BOARD OF DIRECTORS is appointed by the Lau-Ren Camp Corporation to maintain the property and facilities, help plan the camping program and recruit volunteer leadership. Appointments endeavour to represent all areas of Upper Valley and Four Rivers Presbyteries.

THE CAMP EXECUTIVE DIRECTOR(S) is (are) engaged by the Camp Corporation as Executive Director(s) of the whole operation and is (are) responsible to the Corporation through the Board of Directors.

MISSION: Our Mission is to provide a Christian experience for campers by providing programs and services that foster Christian faith, provide opportunities for personal growth, develop skills to build community and relationships, foster an environment of inclusion of everyone and provide opportunities to acquire new skills and knowledge.

VISION: In Camp Lau-Ren's natural setting, there will be an opportunity to have fun, to gain a deepening awareness of others, a growing understanding of oneself and a strengthening of personal faith as we meet God in Jesus Christ,

VALUES: Respect, Collaboration, Community

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Mission Statement

A carefully-crafted mission statement reflects the overall goals and direction of a Camp. Reviewed regularly, a mission statement can provide a framework for decision-making and for evaluating of the Camp. It contributes to a sense of unity of purpose for the board, committees and camp staff.

- 1.1 Camp Lau-Ren will have a mission statement which will be made available in written form to staff, volunteers, potential campers and their families. “Camp Lau-Ren endeavours to provide a Christian camping experience which encourages children and leaders to strengthen their faith in God, Jesus Christ and the Holy Spirit.”
- 1.2 The mission statement will be reviewed annually and updated periodically by the **camp board**. The date of the last review is to be recorded in the Board minutes.
- 1.3 The mission statement is to be prominently posted at the campsite throughout the camping season. (Executive Director responsibility)
- 1.4 The mission statement will reflect the faith foundation of the United Church camp.
- 1.5 The Camp brochure is to state the Camp’s objectives and mission statement.

2.0 Theological Values and Standards

The camping ministry of the United Church of Canada is as old as the United Church. Each Camp has a unique history and culture, representing many different aspects of faith expression in our Church. This rich heritage is to be celebrated. It is also important to the integrity of the church as a national body that each Camp respect the rich diversity of faith experiences expressed by United Church members.

The purpose of Camp Lau-Ren is to provide an experience of Christian community in an outdoor setting wherein persons may have an opportunity to have fun, to gain a deepening awareness of others, a growing understanding of oneself and a strengthening of personal faith as we meet God in Jesus Christ.

3.0 Accountability

3.1 Incorporation

United Church camps that are *separately incorporated* must meet the requirements set out in *The Manual* as well as the requirements for non-profit corporations within the province or territory in which they are located.

3.1.1 Camp Lau-Ren is in compliance with the requirements set out in *The Manual*, specifically with regard to providing an annual report, financial statements, a board of directors list, and evidence of insurance to the supervising court.

3.1.2 Camp Lau-Ren is a separately incorporated non-profit corporation in the province of Ontario. (Lau-Ren Camp Corporation operates under a Provincial Charter,

Letters Patent, granted by the Province of Ontario, on December 11, A.D. 1953. Said Charter was duly recorded the 22nd day of January A.D. 1954, as number 43, in Liber 607, at the Provincial Secretary's Office, Toronto, Ontario.)

3.2. Oversight

All organizations using the name of The United Church of Canada must be accountable to a court of the church. Receiving support from the wider church community is one reason for maintaining this link. Clear accountability and reporting expectations also ensure systemic support and monitoring of camps within the courts of the church. It is preferred that an organization be incorporated according to the laws of the province or territory in which the organization is located.

3.2.1 Camp Lau-Ren, using the name of The United Church of Canada "in full or in part" (*The Manual, Section 429 "Guidelines for Incorporated Ministries*) as a ministry of the United Church of Canada, or operating under the umbrella of the United Church of Canada is organized in a way which is compatible with *Section 429* and accountable to a court of the Church.

3.2.2 Conference Camp Committee

In addition to accountability to Conference as "Supervising Court" (*The Manual Section 429 "Guidelines for Incorporated Ministries*) each United Church camp will be accountable to its Conference through a Conference Camp Committee or equivalent, which is linked to the national office of The United Church of Canada. In this manual, this committee will be named as "the Conference Camp Committee." (Camp Lau-Ren appoints two representatives to the Bay of Quinte Conference Camping and Retreat Centres Committee, CCRCC).

3.2.3 Presbytery Oversight

Presbyteries are encouraged to support their Camps in leadership training, programming choices, publicity, and finances.

Camp Lau-Ren will receive a pastoral oversight visit facilitated by its Presbytery on a triennial basis, in accordance with *The Manual*. Presbytery may designate this responsibility to another group, but will ensure that such a visit happens to comply with this standard.

3.3 Board Structure and Responsibility

3.3.1 The composition of the governing body shall comply with the provisions set out by the United Church of Canada.

3.3.2 The Board or designate must establish and monitor the annual budget of the camp. (Camp Lau-Ren's budget is based on the financial report, monitored by the Treasurer.)

3.3.3 The camp board or its camp director must maintain current knowledge of all program health, and safety standards set by the Provincial Camping Association and provincial and local health and safety regulatory bodies, as they pertain to the running

of both the camp's physical plant and the camp's program. (This duty is assigned to the Executive Directors.)

3.3.4 The camp board will establish a structure which ensures the smooth running of the camp in all aspects including (but not limited to), finances, property, program and leadership development, publicity and promotion, camp staff management procedures and policy, and staff recruitment.

3.3.5 The camp board will review annually, and update if required, the camp's insurance policies. (Responsibility of Treasurer)

3.3.6 The camp board is responsible for ensuring the development and maintenance of a well-repaired, safe campsite, through supervision and regularly conducted safety audits. (Covered by completed questionnaires filled out by Summer Staff, Camp Directors, Leaders and Counsellors.)

3.3.7 The board will ensure that there is a **board member** available for consultation by the Executive Director(s) throughout the camping season. This person may be consulted on issues of camp staff policy or dismissal, or in case of emergency procedures requiring **board action**.

3.4 Annual Reports:

The Board will ensure that the Executive Director(s) submit an annual report as outlined in the Executive Directors' Manual.

3.5 Record Keeping

3.5.1 Throughout the camping season, the **camp** will keep on site a registration form for each camper which includes: the camper's name, age, address, home phone number, contact information for parents or guardians, and an alternative emergency contact number.

Off-season, these records will be kept in a secure location, which may be either on site or off-site. These records must be kept for seven (7) years. (The time period here has been altered to comply with privacy legislation.)

3.5.2 Camp Lau-Ren Board will maintain a secure location for record-keeping during the off-season. (Kept in a locked filing cabinet in the Grigg.)

3.5.3 Camp Lau-Ren will maintain in perpetuity, records of its annual reports, including financial records for archival purposes. Material will be forwarded to Calvin United Church, Pembroke archives if safe storage is difficult for the camp. (Under the responsibility of the Archives Committee.)

3.6 Privacy Compliance

3.6.1 Camp Lau-Ren has a privacy policy which is in compliance with provincial or federal (PIPEDA) legislation.

3.6.2 Camp Lau-Ren has an identified Privacy Officer.

3.6.3 Camp Lau-Ren has a process in place to address complaints regarding the use of information.

3.7 Provincial Camping Association Membership

In each province where they exist, Provincial Camping Associations set standards for health, safety and program expectations for camps in their jurisdiction. Following the standards of the relevant provincial bodies is expected of accredited member camps, thus ensuring a consistent calibre of safety among members. United Church camps are to maintain the standards for health, safety, and programming relevant to the Provincial Camping Association in their region.

3.7.1 Lau-Ren Camp Corporation will be accredited by the Ontario Camps Association.

3.8 Camp Staffing Standards

Note: Unless otherwise indicated, camp staffing standards apply to camp staff and not to occasional resource people. Camp staff include paid or unpaid people in the service of the camp, with ongoing responsibility for one or more aspects of camp life.

3.8.1 Camp staff are accountable to the camp board through the Executive Director(s).

3.8.2 Camp staff sign a contract detailing the terms of their service to the camp. Camp staff positions include, but are not limited to, positions such as camp director, assistant director, leader, counsellors, camp health personnel, waterfront staff, cooks, caretaker and program staff.)

It is important that camps have clearly stated expectations for their paid camp staff and volunteers. Job clarity provides guidance for workers to meet a high standard of performance and provides a measure for performance appraisal during evaluation. It is also essential that camps follow fair and equitable employment practices consistent with current labour laws in their respective jurisdictions. The following standards will help to provide a foundation for good employee and volunteer relations at camps.

3.9 Camp Screening Standards

3.9.1 All camp staff positions will be assessed for the degree of risk the position poses to vulnerable persons. A written job description will include the **camp board's** risk assessment of the position and the recommended level of screening. The degree of risk must also be assessed when involving an occasional resource person in camp life.

3.9.2 Personnel files will be kept secure and confidential. It is the responsibility of the **camp board** or its designate to ensure that these files are maintained in a secure and confidential manner.

3.9.3 Faithful Footsteps—Screening Procedures for Positions of Trust and Authority in the United Church of Canada: A Handbook will be followed for screening purposes.

3.10 Camp Staff Responsibilities and Qualifications

3.10.1 The camp director has responsibility for, and authority over, all matters relating to the camp while he/she is directing, and is accountable to the **camp board**.

3.10.2 The governing body will ensure that all standards pertaining to camp staffing, programming, health and safety are monitored and met.

3.11 Employment / Volunteer Standards

3.11.1 The camp director and camp **board** will ensure that all camp staff are treated equally and fairly in accordance with provincial human rights legislation.

3.12 Sexual Harassment and Child Abuse Policies

3.12.1 The Camp Lau-Ren boards will adopt and circulate the policy on dealing with sexual harassment and child abuse.

3.12.2 The United Church of Canada is committed to providing a harassment-free environment at United Church camps. Complaints of sexual harassment shall be taken seriously and dealt with in a spirit of compassion and justice. The Board of Directors will ensure that the camp's policy on Sexual Harassment and Child Abuse is reviewed annually and made available to all staff and board members.

3.13 Waterfront Activities

3.13.1 Each **camp** will follow their provincial standards for safe supervision of their waterfront activities.

3.13.1 Each **camp** will have a procedure for handling waterfront emergencies and searches which will be reviewed and updated annually.

3.14 Emergency Response Standards

3.14.1 Emergency preparedness is an essential part of planning for camp safety. The Camp Lau-Ren Board will ensure that policies and procedures are in place to address emergencies.

3.14.2 The **camp** has written plans for emergency situations, including fire, evacuation, searches for missing persons, waterfront emergencies, intruders on the camp grounds, extreme and/or contagious illness, and depression or suicide of a camper or staff person.

3.14.3 Full versions of the Camp Emergency Response plans are included in the camp manual and camp staff manual and are reviewed annually.

3.14.4 Camp Lau-Ren will have written policies outlining the procedures for dealing with the serious injury or death of a camper or staff person, including protocols for informing authorities and the next of kin.

3.14.5 In the event of serious injury or death of a camper or staff person, the Executive Director(s) will inform the Conference Camp Committee at the earliest opportunity.

3.14.6 Camp Lau-Ren will have written protocols outlining the procedures for informing campers and/or the parents of campers of any death or serious injury that occurs at camp.

3.15 Insurance

3.15.1 Camp Lau-Ren will be adequately protected by comprehensive general liability insurance, arranged through a licensed insurance broker, plus any other insurance coverage the broker and the camp board considers to be necessary.

3.15.2 The **camp board** will ensure that review of the adequacy of the camp's insurance policies occurs on an annual basis.

3.15.3 Camp Lau-Ren will maintain directors' and officers' liability insurance to protect the Board of Directors from personal indemnity.