



# Community of Christ

GREATER PACIFIC NORTHWEST USA MISSION CENTER

## Policies and Procedures for Scheduling Reunions, Youth Camps, and Retreats

### GPNW Camping Ministries Events

With 3 campgrounds, 5 reunions, 11 youth camps, Caravan, and SPEC, the scheduling of our Greater Pacific Northwest Mission Center (GPNW) Camping Ministries events can be a daunting task to complete. Our GPNW Camping Ministries summer program currently includes the following reunions and youth camps, as well as many retreats throughout the year:

#### FAMILY REUNIONS

Samish Island: Family Reunion  
Lewis River: Family Reunion  
Camp Remote: Family Reunion

Samish Island: Camp Chimacum

Samish Island: Camp Kluane

Samish Island: Camp Kimtah

Lewis River: Camp Zarahemla

Lewis River: Jr. High Girls Camp

Lewis River: Jr. High Boys (at Hosmer Lake)

Camp Remote: Kids Camp

Camp Remote: Jr. High Camp

Camp Remote: Sr. High Camp

Traveling: Caravan (Location changes annually)

Traveling: Spectacular – Northwest Delegation  
(Independence, MO & Lamoni, IA)

#### SPECIALIZED MINISTRY REUNIONS

Samish Island: Adult Reunion  
Samish Island: Northwest Singles Reunion

#### YOUTH CAMPS

Samish Island: Camp Genesis  
Samish Island: Camp Mungai

### Reunion & Youth Camp Scheduling Overview

Scheduling of all Camping Ministries events is completed by the GPNW Camping Ministries Director and approved by the Mission Center President. Event directors and other mission center leaders are given an opportunity to provide feedback and/or support for the dates of the reunion or youth camp with which they are associated.

### Reunion & Youth Camp Scheduling Procedures

#### TIMING

To help with advanced planning, and so that our campgrounds can schedule additional events, we schedule our reunions and youth camps up to three camping seasons in advance. This means we are always proactively looking into the future for how to best maximize our mission center calendar of events every summer.

#### PRIORITY

Priority is given to three camping groups in the following order of priority:

1. **Family Reunions** – Family reunions provide a unique and important opportunity to experience communal living in the life of Community of Christ, while deepening a relationship with God. Top preference is given to family camps because everyone is eligible to attend. They also attract the highest number of campers.
2. **Youth Camps** – The mission center identifies youth camps as an integral ministry in the life of the church. We see this as one of our greatest and longest-running invitational ministry opportunities and spend many resources on making them successful.
3. **Specialized Ministry Reunions** – The mission center supports and affirms that there may be a need or desire for specialized ministry reunions. These reunions can provide great ministry to the people for which they are intended.



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We do our best to follow this order of priority in our scheduling, but we also recognize that there needs to be some flexibility. We try to schedule each of our reunions for different weeks. We also try to schedule all youth camps for the same age group on different weeks so that if a youth cannot go to the youth camp at their home campground, they still have the opportunity to go to one at a different campground.

### PROCESS

The Camping Ministries Director oversees the planning of the proposed camp schedule. A small Scheduling Committee, with one representative from each GPNW campground, assists with this process. The Camping Ministries Director selects a representative from each campground who is deeply connected to the camping program.

The Camping Ministries Director will send a survey to camp directors and the Youth Camping Team to provide feedback for the Scheduling Committee. The committee will try to honor requested revisions to the schedule; however, sometimes this may not be possible due to limited availability at our campgrounds, other camps offered during the same timeframe, or the priority scheduling procedure. Once the Scheduling Committee finalizes the schedule and receives approval from the Mission Center President, the Camping Ministries Director will share it with the appropriate campground leaders, the Youth Camping Team, and camp directors. It will also be posted on the mission center calendar. Once a schedule is finalized and communicated, there should be no further changes. The only exceptions are if a camp needs to be canceled or if an unforeseen concern arises which warrants a change before the three-year cycle is complete.

### SCHEDULING AT SAMISH ISLAND CAMPGROUND

At Samish Island Campground, there is to be a collaborative effort between GPNW, Inland West Mission Center (IWMC), and Canada West Mission Center (CWMC) when scheduling reunions and youth camps. All three mission centers have representation on the Samish Island Campground Board of Directors, and all three mission centers have a summer family reunion at Samish Island Campground.

## **Reunion & Youth Camp Scheduling Changes**

### NEW EVENTS, BLENDINGS, AND CANCELLATIONS

The Camping Ministries Director, the Mission Center President, and the Mission Center Financial Officer must approve the formation of any new reunion or youth camp, as well as the blending or cancellation of any reunion or youth camp. The Youth Camping Team is also consulted for youth camps.

### CHANGING LOCATIONS

The Camping Ministries Director, the Mission Center President, and the Mission Center Financial Officer must approve the moving of any reunion or youth camp to a new location. Mission Center leadership provides support in reviewing contracts, risk management concerns, and the financial impact.

### CHANGES AT SAMISH ISLAND CAMPGROUND

If GPNW, IWMC or CWMC seeks to change the date of one of their reunions or youth camps to a date held by another Mission Center, they should do so at least three years in advance. The GPNW Camping Ministries Director and Mission Center President work collaboratively with these mission centers and the Samish Island Campground manager to see if the request can be accommodated. This agreement only pertains to dates currently reserved for a Community of Christ reunion or camp. This is per a collaborative agreement created by mission center leadership between GPNW, IWMC, and CWMC on October 30, 2015.



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### NON-COMMUNITY OF CHRIST EVENTS

One of the reasons that we schedule up to three years in advance is so that our GPNW campgrounds can schedule the other available weeks to non-Community of Christ events. The mission center does not typically seek to bump a reservation that a non-Community of Christ event holds at any of our campgrounds. To move a GPNW reunion or youth camp to a week held by a non-Community of Christ event, the Camping Ministries Director works with the appropriate leaders to decide the best course of action. This includes, but is not limited to, finding a week available potentially to hold a new Community of Christ reunion or youth camp in the future.

For Samish Island Campground, Community of Christ reunions and youth camps have priority when scheduling per the campground by-laws. However, scheduling changes still must meet certain requirements and be approved through the appropriate procedures to be respectful of the financial impact, as well as the stewardship of use for the campground.

Therefore the criteria are:

1. Be at least three camping seasons in advance
2. Have a minimum of 30 campers and staff (sustained for at least two years)
3. Provide a written proposal that explains why the reunion or camp should be during that week
4. Be agreed upon by the Samish Island Business Manager and approved by the GPNW Camping Ministries Director, with support from the GPNW Mission Center President

### Minimum Operating Expectations

#### CAMPER NUMBERS FOR EXCLUSIVE USE

Beginning January 1, 2018, all GPNW reunions and youth camps that take place at our three campgrounds must have a minimum of 20 participants (campers and staff members) registered by the Registration Deadline to be able to use the campground exclusively. This means that the event is cancelled if there are fewer than 20 campers and staff registered by the Registration Deadline. For youth camps, this includes a minimum of 12 campers required. If a reunion or camp is cancelled, it is done immediately after the Registration Deadline to give the campers and staff advanced notice of the cancellation.

If cancellation of a reunion or youth camp occurs at least twice in five or fewer years, Mission Center leadership may work with the appropriate leaders in deciding whether that event should be shortened, blended, suspended for a period of time, terminated, continued with revisions, or moved to a shared campground use model. If the minimum number of participants is met but there is a continued trend of low camper numbers for any reunion or youth camp, then the same alternative solutions are considered.

#### CAMPER NUMBERS FOR SHARED CAMPGROUND USE

If there is more than one camp using the same location at the same time, then the minimum camper requirement is 8. However, if there appears to be a pattern of attendance below 12 campers, then alternative solutions may be considered.

#### CAMPER NUMBERS FOR OFF-SITE USE

If the camp is not held at a Community of Christ campground, then the minimum camper requirement is 6. However, if there appears to be a pattern of attendance below 12 campers, then alternative solutions may be considered.

### BUDGET EXPECTATIONS

All reunions and youth camps are expected to at least break even financially by the time all income is received and expenses are paid. It is important for all reunion and youth camp leaders to budget appropriately in an effort to provide a



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sustainable camp experience. If there is a pattern of not meeting this expectation, then mission center leadership may work with the appropriate leaders in deciding whether that event should be shortened, blended, suspended for a period of time, terminated, continued with revisions, or moved to a shared use model.

### Retreats

Throughout the year, the mission center either sponsors, or is affiliated with, many retreats. New mission center retreats must be presented to the Mission Center President for consideration. The Mission Center President consults with the Camping Ministries Director and Mission Center Financial Officer before approval is given. Reservations at a church campground or other facility should not take place until approval is given.

Once approval is given, retreats are scheduled with the campground (or other location) by the retreat director. The director must refer to the online calendar on the mission center website at [www.cofchrist-gpnw.org/calendar](http://www.cofchrist-gpnw.org/calendar) prior to scheduling to ensure that there are not any major conflicts with other scheduled events. In rare cases, whether the retreat is a new event or an established one, the mission center may require a different date be selected if it conflicts with another major event.

As soon as a retreat is approved and scheduled, the director should submit it to the Mission Center Communications Administrator for inclusion on the mission center calendar.

The Camping Ministries Director provides insight into the overall Camping Ministries program and acts as a staff liaison for all retreats in the mission center. The Camping Ministries Director may help navigate issues related to programming, scheduling, recruitment, visioning for the future, etc., for retreat directors.

### Exceptions

In rare cases, an issue or concern could arise that causes mission center leadership to move forward in making decisions that may not reflect the procedures outlined in this document. Every logical effort is made to avoid this from happening, but mission center leadership reserves the right to do so if deemed necessary. If a rare case prompts this, all efforts are made to work with the appropriate leaders in ensuring the best possible outcome prevails for the affected reunion, youth camp, or retreat.

### GPNW Contacts

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