

# Community of Christ

GREATER PACIFIC NORTHWEST USA MISSION CENTER

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March 7, 2014

Dear GPNW Event/Camp/Reunion/Retreat/Activity Directors and Business Managers,

We are quickly approaching the camping season and there is important information to be shared. Before we jump into the details of how to do things in the Greater Pacific NW (GPNW) Mission Center, I want to let you know how much your willingness to serve in this role means to the people of our mission center. Your ministry can change lives forever. Thank you for your leadership and thank you for being part of this shared mission with Christ.

This letter and related documents will address three general topics of importance related to our camping/retreat ministry: 1) Youth Workers, 2) Risk Management, and, 3) Financial Procedures. This information will be helpful to have as you prepare for your particular event. Please review it closely. Most of the related documents are available for download at: <http://www.cofchrist-gpnw.org/directors.html>. Please note that some of the forms on that website may have been revised.

We will be having no fewer than 50 camp/reunions/retreats/events/activities/meetings this year in the GPNW. To help provide some uniformity in operation--forms and processes have been developed in consultation with many groups and individuals throughout the mission center. Many of the procedures may seem new and we understand there will be a learning process that goes along with all of this. Let us bear with each other through this continued transition.

## **Registered Youth Worker Process**

Community of Christ Official Church Policy

Effective January 1, 1998

*Only registered youth workers will be used in the church's children's and youth programs and ministries. Registered youth worker's assistants, persons 15-20 years of age, will only be used under the supervision of a registered youth worker.*

To protect the children and youth, as well as the church, staff and you, all staff (including cooks, nurses, lifeguards, guest ministers, etc.) are required to be registered youth workers (having completed the entire process established by the church). The only exception is for those who serve in a specific limited role on a temporary (less than one day) basis such as a lifeguard. If they are not a registered youth worker, they should only participate with a registered youth worker always being present. An unregistered person may not have ongoing contact with children or youth and must not be given custodial responsibility for children and youth at any time. A registered youth worker assistant must be supervised by a registered youth worker at all times and may not have custodial responsibility for children or youth at any time. Additionally, all youth camp staff members must be at least 3 years older than the oldest camper (5 years preferred).

A complete list of all registered youth workers in the GPNW sorted by congregation is available from the mission center for your use. If an individual is a member or friend of the church in the GPNW and is not on the list, they are not a registered youth worker and may not work with children or youth. This list does not include members and friend from other jurisdictions of the church. If you have questions about folks in those categories or those who you think are members within the GPNW but do not show up on the list, please contact the Mission Center Recorder, Kim Naten. Please see the document entitled *Registered Youth Worker Application & GPNW Instructions* found on the GPNW website to better understand how to process youth worker applications in this mission center. There are no exceptions to the rules.

## **Staff Training**

Please personally review the youth worker training resources available through Sean Langdon and take time during your pre-event staff meeting to review the guidelines and barriers with your staff. Be sure to remind them that all staff members are considered mandatory reporters of child abuse.

## **Participant Training**

If your event has a mix of participants that includes children/youth and adults, such as a reunion, please take time to raise awareness of youth worker issues. This should be done during the orientation session by reminding everyone that only registered youth workers will be used in the ministry provided to children and youth; that includes classes, youth worship services, lifeguards, recreation, Jr Church, evening youth activities, etc.

## **Allegations of Abuse**

If an allegation of abuse is made, please follow these steps:

- Make sure child/youth is safe and secure with two registered youth workers
- Make sure a couple of other staff are with the one against whom the allegation is being made

- Call Kathy Sharp or Bill McFarlin or Sean Langdon immediately (an “on-call” emergency contact calendar is available on the GPNW website)
- If you are unable to reach us after making a reasonable effort, please contact Legal Services emergency number: 816/509-2946
- Do not delay

## **Risk Management**

Camp, Reunion and retreat directors and staff, along with campground caretakers, hosts and boards are all part of the risk management team for the mission center. Each of us has a role in identifying and managing the inherent risks of camping and group activities. Please take the time now to review the Risk Management guidelines for camping on the World Church website: <http://www.cofchrist.org/risk/camping.asp>.

### **Higher Risk Activities**

If you are considering higher risk activities for your camp or plan to swim in a natural body of water, please consult with the Mission Center Financial Officer (MCFO), Bill McFarlin, well in advance of your camp. There are specific policies with which we must comply. Please see the Higher Risk Activities listed at this link to determine the step to be taken to comply: <http://www.cofchrist.org/risk/highrisk.asp>

### **Injury Prevention**

To prevent injuries, shoes are to be worn by all who attend events unless they are showering or in bed. Also, due to numerous serious injuries, playing hazardous games (i.e. Capture the Flag in the Dark) is strongly discouraged. Directors are encouraged to explore creative alternatives to hazardous activities.

### **Emergency Contacts**

Be sure that phone numbers for emergency services at the facility your event is using are readily available and clearly posted. If not, please see that that happens prior to the beginning of your event (the facility caretakers can provide that info). Also, make sure you know where the phones are and have access to a cellular phone (if cell service is available at your location). Additionally, be sure you know the address of the facility your event is using, in case of emergency.

### **What Should I Do?**

For a minor injury

- Contact the event nurse

- Get appropriate care

For a serious injury or death

- Call 911
- Make sure everyone else is out of harm's way
- Call Kathy Sharp or Bill McFarlin or Sean Langdon immediately (an "on-call" emergency contact calendar is available on the GPNW website)

## **Vehicle Use**

If your event will be transporting participants, you are responsible for ensuring that the driver is at least 21 years of age, that they have a valid driver's license and that they have current proof of insurance. Proper maintenance of the vehicle should be confirmed as well. If children and/or youth will be transported, two youth workers (unrelated to each other) must be in each vehicle. One of the youth workers may be a youth worker assistant; however, a youth worker assistant that is a youth may not be alone in the vehicle with an adult youth worker. Additional guidelines related to vehicle use can be found on the Risk Management website:

<http://www.cofchrist.org/risk/vehicle1.asp>.

## **CCLI/CVLI/OneLicense**

Camps and other events may use recorded music and/or videos, or copy printed music, or project lyrics to songs if done with the appropriate licensing. The mission center has music licenses from CCLI and OneLicense for all mission center events. It is the responsibility of the Director to see that the appropriate research is done to determine if the songs that will be used are covered by our license and to cite them properly. That research can be done at: <http://www.ccli.com/> or <http://www.onelicense.net/>.

The mission center also has video licenses from CVLI for the three mission center campgrounds and for the Portland church location. If your event is at one of those locations, you will need to do the necessary research to determine if our license covers your videos. That research can be done at: <http://www.cvli.com/>. If your event is not at one of those locations, you will need to make special arrangement for licensing.

If the songs or videos you are planning to use are not covered by the licenses, you may seek permission directly from the publisher. If you do not receive permission, federal law prohibits the use of them at your event. You may not use copyrighted music or video at your event if you do not have a license. If you have questions about the licenses or how to do the research, please contact Mary Richardson. Her contact information is included in the related *Contact Sheet*. If you are planning to use video games at your event, please contact the MCFO directly and immediately.

Here are the license numbers for the GPNW Mission Center:

CCLI: 121579

## **Camp/Event/Activity Financial Procedures**

Every effort has been made to design forms and procedures that are easy to use and follow, yet provide adequate documentation. To simplify terminology, since we have a variety of activities occurring within the mission center, all camps, reunions, retreats, activities and events will be referred to as *events* unless the information pertains specifically to one type of event. It is recommended that each event Director identify someone who is able to serve as their Business Manager. Directing is challenging enough without having to deal with the finances. If possible, find someone (perhaps a staff member or someone who can come to the event part time) who can help in this way.

### **Budgets**

It is expected that all of the events within the GPNW will break-even. We recognize that there are occasionally circumstances beyond our control that adversely impact an event's finances, but in general, we would hope that the planning by the Directors would be sufficient to compensate for those factors. Each camp Director will be provided financial data for the previous year's event and will be expected to work through at least a minimal budgeting process in consultation with the MCFO. Since the Director is responsible for the financial well-being of their event, it is important for the Director or their designated Business Manager to deal with the process from the very beginning. In some cases, there have been significant financial shortfalls that have occurred with camps and the budgeting process can help in taking corrective actions to minimize those shortfalls in subsequent years. The budgeting process also helps in setting the fees for the coming season.

### **Financial Report**

The related budget form found on the GPNW website is for your use as a Director. There are columns for budgeted and actual income and expenses. You can use this form to communicate with the Assistant to the MCFO that serves your campground, with the Financial Assistant, with the MCFO and with your Business Manager. This form can be used in budgeting and doing the final reporting from your event.

### **Assistants to the Mission Center Financial Officer (Assistants)**

To help facilitate the financial procedures at our events, the MCFO has appointed specific individuals who assist him and you in processing the finances of each camp/reunion/retreat held within the GPNW. These Assistants will attempt to stop by each camp/reunion sometime during the week to pick up the income (registration fee, offerings, etc.) and to write reimbursement checks to those who have made purchases on behalf of the camp/reunion.

**Assistants to the MCFO (contact info on Contact Sheet):**

Samish: Don Brady

Lewis River: Karen Sundstrom

Remote: Stella Myers

Spec: Kelly Mongrain

Camp Directors are encouraged to coordinate with the Assistant assigned to your camp to identify a time that they can stop by your camp to take care of the finances. This will help expedite the processing of income and expenses. The financial dealings of each camp are expected to be completed no later than 2 weeks following the completion of the camp, if not at the time of meeting with the Assistant. If for some reason there is a delay, the Director is expected to contact the MCFO immediately to discuss its completion. A few directors have held up the reporting process for the entire mission center at the end of the camping season. All financial reports, registration income and reimbursement request must be received by the Assistant to the MCFO, the Financial Assistant or by the MCFO no later than 2 weeks following the end of your event.

**Income**

All participants of an event are expected to pay the registration fee unless specific arrangements have been made in advance. Financial assistance is available for all mission center events. A form is available in advance of youth camps and retreat so that processing may occur prior to the event. Reunion directors should work directly with the MCFO regarding requests for financial assistance. Please see the information below regarding financial assistance. All income for camps and reunions (registrations, offerings, etc) shall be given to the Assistant to the MCFO for processing and depositing. All checks should be made out to Community of Christ. If you will be mailing the funds, please do not send cash in the mail. It is preferred that you get a cashier's check for the cash amount. All income for retreats not held at one of our three campgrounds shall be given to the MCFO for processing and depositing.

Please do not pay for anything out of the cash received for your event. We have other procedures in place to deal with expenses (see below). We are attempting to understand the true costs of our events, so we need to know the total income and total expenses for each event. Your help with that is greatly appreciated. Through the office of the Mission Center Financial Officer and the Financial Assistant, youth camp directors will be receiving a spreadsheet with all of your campers' information, updated on a regular basis. This spreadsheet will include their contact info as well as current fee and payment info. Additional information about registrations and the collection of information from Directors regarding the names and contact info for actual participants is addressed in a separate document.

If someone needs a receipt for their payment to the event, please notify the Assistant to the MCFO and they can provide a written receipt.

## **Guest Ministers/GPNW Staff**

Mission Center Staff should not be expected to pay a registration fee, lodging or meal charge for camps, reunions or retreats when they are invited by you or assigned by the Mission Center and are functioning as guest ministers with substantial responsibilities. This practice is consistent with inviting other World Church ministers.

Mission Center Staff who are attending a camp, reunion or retreat with essentially the same responsibilities as other volunteer persons staffing the event should be charged a registration fee, if other staff members normally pay a registration fee.

## **Offerings at Events**

Over the past couple of years there has been some confusion related to offerings that were received at events, particularly Reunions. The first priority of offerings at Reunions should be to ensure that there are sufficient funds to cover the actual expenses of the event. Only once those expenses have been met with certainty should consideration be given to special offerings such as for Oblation, Outreach International or campgrounds. Part of the challenge is that many of the expenses of reunions do not occur until after the event has concluded. Bounced registration checks, late reimbursement requests and late invoices often show up weeks after events. Therefore, Reunion Directors and Business Managers must anticipate additional expenses beyond those that are known at the time of the Reunion. Please allow for a significant cushion of income over expenses to compensate for these subsequent expenses. This issue can also be helped by ensuring that all members of the Reunion staff that will be submitting reimbursement requests know to bring their receipts with them to the Reunion for reimbursement.

Confusing communication frequently occurs around this subject during the week of reunion and during the offering worship moments of those weeks. When an offering is received at an event, the purpose must be clearly communicated at the time the offering is received. If the expenses have not been met, people need to know that the offering is going to support the event. If the actual and anticipated expenses have been met and there is an opportunity for a special offering, the contributors need to know that the funds are designated for a specific purpose (Oblation, Outreach International, campground, etc.) Please make sure the person giving the offertory message during the worship service or other activity during which the offering is received is very clear in their statements to the congregation regarding the use of the contributed funds. The offering should be for the support of the event or for the support of some other worthy purpose, but not for both at the same time. Additionally, any net gain or net loss of any event (except Singles, Spec and Caravan) is shared with all other events throughout the mission center. The net gains for all events are therefore designated to the collective activity and event fund. A Director or Business Manager may not designate the net gain for their event to any other fund or purpose. If you have any questions about this, please contact the MCFO.

## **Campground Fees**

During your event, please coordinate with the Caretaker/Host of the campground/facility at which your event is held regarding the use fees. Be sure to confirm the final total of fees due with the Caretaker/Host, and at the end of your event, retain a copy of the invoice received from the Caretaker and ensure that they send a copy of the invoice directly to the MCFO. The Assistants to the MCFO will not write checks for campground use fees.

## **Damages**

Pre- and post-inspections of the facilities are very important. It is through this process that any damages are discovered. Prior to leaving the campground, come to an agreement with the Caretaker/Host about the cost of the damages incurred by your camp, if any. That amount should be included on the invoice mentioned above.

## **Food/Cooks**

Please coordinate with the GPNW Youth Camping Team regarding how to proceed with purchasing food for your camp and how to find cooks. If you are planning to pay the cooks for your event, please coordinate that process with the MCFO weeks in advance of your event as a formal written agreement may be necessary. The check for any cook services will come directly from the MCFO.

## **Food Inventories**

Some of our events have food remaining at the end of the event. At Lewis River and Remote, it has been the tradition for the following camp to “purchase” the remaining inventory. Well in advance of your event, be sure that your cook and the cook of the following camp have connected to ensure that the possible remaining inventory is of value to the following camp. The Director of the departing camp and the Director of the arriving camp must agree upon the dollar value of the inventory that is being passed forward. This agreed upon amount must be communicated to the Financial Assistant, or the food costs of the earlier camp will be artificially inflated and the later camp artificially deflated and we will not have useful expense information with which to make decisions about the next year’s camps. The accuracy of the inventory is up to the two Directors involved in the transfer. At Samish, please be very careful in your estimation of the number of participants as the staff at Samish purchase food in advance of the event in the amounts you have indicated. Please estimate low. It would be unfortunate to waste food in this way. They have indicated they will buy more food if more is needed.

## **Expense Reimbursements**

The most straightforward way to handle reimbursements is for people to pay for the items (craft, recreation, worship, etc) out of their pocket, submit the receipt to you, you complete the form, staple the receipt to the form and submit it to the Assistant to the MCFO or the MCFO for reimbursement. The *Expense Reimbursement Request—Event* form can be found on the GPNW website. You will need to make sure the entire form has been completed. The Director or Business Manager will need to sign each of these forms to ensure that they are aware of what is being expended from their camp. It is hoped that these forms can be submitted directly to the Assistant to the MCFO during the week of the camp. In no case should they be submitted later than 2 weeks following the end of the event. For events not held at our campgrounds or not held during the regular camping season at Camp Remote, all income and expense reimbursement requests should be sent to the MCFO. The final deadline for all event-related expense reimbursement requests is 2 weeks follow the end of the event. Any requests beyond that date must be made directly to the MCFO and will be considered on an individual basis.

### **Advances**

If you or other staff members are not able to cover the cost of the items out of you own pocket until they can be reimbursed, please notify the MCFO regarding the possibility of obtaining an advance. All advances for GPNW events will come from the MCFO, not the Assistants to the MCFO. The reconciliation of those advances will also be made directly to the MCFO, not the Assistants to the MCFO. A specific advance reconciliation form is available from the MCFO and the receipts for all purchases made with the advanced fund need to be attached to the completed reconciliation form. Requests for advances should be made at least 3 weeks in advance of the date the funds are needed.

### **Centralized Registration**

The registration process for GPNW youth camps is centralized. All registration forms and financial assistance forms for youth camps should be sent to the following mailing address:

Attn: (name of camp/retreat)  
Community of Christ  
10013 NE Hazel Dell Ave, #249  
Vancouver WA 98685-5203

Images of the registration forms and the updated camper data spreadsheet will be sent to each youth camp directors on a regular basis prior to the start of their camp.

Reports on PayPal payments for Reunions will be sent to Reunion Directors on a regular basis in advance of the event.

### **EventBrite**

We use [www.EventBrite.com](http://www.EventBrite.com) for the processing of online youth camp registrations. This online resource also allows us to accept payment for youth camps. Each youth camp director will be regularly emailed the most recent spreadsheet of registrations received via EventBrite. This report will include all of the information normally contained on the paper registration form and should be treated as confidentially as the paper registration form is. Each youth camp director has also been registered with EventBrite so they can access their camp's data at their convenience.

### **Financial Assistance for Events**

The follow few items related directly to the availability of financial assistance for GPNW events. A *Mission Center Youth Camp Financial Assistance Form* is available on the GPNW website. It identifies various forms of financial assistant that may be available for your youth camp. Please note that 2-for-1's and campership are only available for those that live within the GPNW.

### **Early-bird Registration**

This is win-win approach to registration. Participants receive a discount for registering and paying in full, in advance, and we have a better idea of the number of participants well in advance of the event. Please encourage your prospective participants to take advantage of this discount. This form of assistance is available to all who register early for events that have this discount.

### **Congregational Funds**

Please encourage those who contact you in need of financial assistance to contact their pastor or congregational financial officer to see if their congregation supports their participation in events in this way. Most congregations do! Be sure to have them use the appropriate financial assistance form. Please note that we are instructing congregations to send their funds to the centralized event PO Box. This form of assistance is available from those congregations that provide this type of support.

### **Youth 2-for-1's**

Any camper that brings another camper to camp who has never participated in a Community of Christ camp is eligible for a 2-for-1. The names of the 2-for-1 pairs must be submitted on their registration forms. The funds for this program are not an expense to the camp and are therefore to be encouraged by Directors. It is a great way to support the church's sharing goal. Remember, they are only eligible for this if they have never attended a GPNW youth camp before. Please refer the participants to the financial assistance form. This form of assistance is only available for youth camps and youth retreats.

## **Needs-based Camperships**

Directors who are asked by a participant or parent for financial assistance should do the following in this order: 1) encourage the participant to register early if an early-bird deal is available, 2) direct the participant/parent to the participant's congregation, to determine if activity assistance funds are available locally, and 3) encourage the participant to invite a friend to camp to share the cost (only available for youth camps and youth retreats). You may need to help them with some of these steps. If there is still a need for assistance, there may be funds available from the mission center to directly offset the cost of camps and retreats. Singles, Spec and Caravan have separate funds for addressing this issue. Reunion Directors will need to budget for this type of assistance. If the youth camp or youth retreat Director has exhausted the above forms of assistance, please refer the participants to the financial aid form found in the camping brochure or on the GPNW website. Please remember that these funds are very limited, so use them sparingly.

## **Canada West Mission (CWM)**

Since many of the campers at Samish are from Canada, we have made an agreement with the CWM leadership that gains/losses at youth camps at Samish will be shared by the two mission centers based on the number of participants from each. Because of this, the Directors of each of the Samish camps will need to track the number of campers from Canada. The current version of the spreadsheet at Samish has provision for this information.

## **In Closing...**

Thank you, Directors and Business Managers, for the advance planning you have been doing to make your camp, reunion or retreat a successful ministry for all who attend. There are a lot of guidelines, rules, procedures and policies contained in this document or referenced to in this document. Thanks for sticking to them! I know some of this is different from the way it used to be done. We have tried to find ways to do things that are user-friendly and do not require too much time or effort, but we also realize that there are things that need to be done to ensure the success and future growth of the church's camping program in this area. Thanks for your patience as, together, we work through the procedures. It may be awkward and perhaps confusing at times, but with the Spirit's blessing, we will be able to provide needed ministry to the people of the Greater Pacific Northwest Mission Center through excellent camps, reunions, retreats, workshops, events and other activities.

I will be glad to work with you on any questions you might have about the forms and procedures. Do not hesitate to contact me. Thanks for your ministry!

Blessings,  
Bishop William E. (Bill) McFarlin  
GPNW Mission Center Financial Officer