

## Prayer Co-Ordinator

This position is filled at the discretion of the Camp Director.

The Camp Prayer Coordinator is a volunteer position with no honorarium and the incumbent need not be part of the actual camp.

The Camp Prayer Coordinator need not attend camp planning or leadership training sessions but should remain in regular communication with the Camp Director.

### *Qualifications:*

Be spiritually capable and willing to do the job.

From the time the camp is announced until the camp is over, the Camp Prayer Co-Ordinator is responsible to:

- recruit and co-ordinate a group of prayer partners who are prepared to pray for camp and camp issues on a regular basis;
- maintain regular contact with the Camp Director to receive prayer concerns;
- hold regular meetings with the prayer partner group to faithfully pray over these concerns.

4.6.13 Camp Chaplain  
Oct 2009

*If the Camp Chaplain is to attend camp then,  
Society's policies 4.2.4 Risk Assessments, 4.3 Job Descriptions, 4.4 Limits and Boundaries &  
4.5 Relationship of Positions to Goals of Camp are an integral part of this job description*

United Church policy encourages its Ministers to volunteer as Camp Chaplains. While it is unlikely that a Camp Director would refuse a Minister's presence at camp, final approval for any Minister's presence is vested in the Camp Director in consultation with the Rock Lake United Church Camp Society. The Camp Chaplain need not be a Minister, he/she could be a lay member of the United Church of Canada.

The Camp Chaplain is a volunteer position with no honorarium; however, if the Camp Chaplain is a United Church Minister, time spent working at the camp does not count as vacation, in accordance with the Policy Manual of the United Church of Canada.

The Camp Chaplain need not attend camp. He/she could be on call for the camp should a spiritual need arise, although a person who already has another job at camp may be appointed.

The Camp Chaplain need not attend camp planning or leadership training sessions but should remain in regular communication with the Camp Director.

NOTE: Even if the Camp Chaplain is not scheduled to attend camp, the normal screening process must be followed as the possibility would remain that a spiritual need could arise and the Camp Chaplain's presence could be required at camp.

*Qualifications:*

- Be spiritually capable and willing to do the job.

*The Camp Chaplain is responsible to:*

- Provide a pastoral presence for the camp. He/she is the one we trust to address spiritual challenges that may arise.
- United Church Ministers, at camp strictly as Chaplains, need to be respectful of the vision of the Camp Director who is in charge of each camp.

A Camp Chaplain's role at camp, especially if filled by a United Church Minister, may be summarized as follows:

- Be a 'person' who is easily accessible to the campers and who can effectively communicate at the camper's age level
- Be approachable, adapting to the role of caregiver
- Be there to teach the faith

*Section 4: Responsibility & Job Descriptions continued from page 4-24*

- Believe in the campers and in the vision the Camp Director has for them
- Be respectful of the Camp Director and work in conjunction with the other leaders

4.6.14 Camp Registrar  
2009

Oct

*Qualifications:*

Be mentally capable and willing to do the job.

The Camp Registrar is a volunteer position with no honorarium provided. The Camp Registrar need not attend camp, although a person who already has another job at camp may be appointed Camp Registrar.

The Camp Registrar need not attend camp planning or leadership training sessions but must remain in regular communication with the Camp Director.

Expenses for stationery, supplies and postage will be reimbursed through the Rock Lake United Church Camp Society's Treasurer.

If the Camp Registrar is not attending camp, then the normal screening process may be waived.

*The Camp Registrar is responsible to:*

- ensure that brochures and registration forms are ready for the announcement of camp;
- distribute brochures and registration forms to each Pastoral Charge within the East Kootenay Presbytery, other denominations and the general public, as directed by the Society through the Camp Director;
- to advertise the camp as directed by the Camp Director
- receive, acknowledge and process registration forms in an organized and timely manner;
- keep accurate records of all registrations;
- communicate regularly with the Camp Director to inform him/her of the number of registrants for the camp and transfer all registration forms to the Camp Director for the use of the Camp Nurse;
- submit all fees collected to the Treasurer and keep an accurate record of all money received for campers and issue income tax receipts that may be used for day care expenses.

*If the Camp Director decides to bus the campers to or from camp, the Camp Registrar is responsible to:*

- reserve the bus;

- find qualified drivers to drive the bus to/from the camp;
- find three people to ride to the camp with the campers on the bus (there are always leaders at camp who can return on the bus with the campers);
- in cooperation with the Cabin Craft Leader, prepare colour-coordinated name tags for each camper, leader & piece of luggage;
- organize a team for Camp Registration Day at a designated location to ensure that all campers are properly greeted and kept busy until the bus leaves;
- account for each camper on the bus and ensure that all gear gets to camp (if all the campers' gear will not fit on the bus then additional trucks, to and from the camp, must be coordinated).

4.7 Responsibilities - Board of Directors  
2018

Oct

Our Bylaws (2018) require job descriptions for Board members:

4.7.1 Chairperson  
2018

Oct

- A Member of the Executive of the Board
- Calls and chairs meetings of the Board
- Corresponds with the Provincial and Federal governments, UCC, BC Conference, BCCA & any other entity as required

4.7.2 Vice-Chairperson  
2018

Oct

- A Member of the Executive of the Board
- Assumes full duties & responsibilities of the Chairperson in his/her absence

4.7.3 Secretary  
2018

Oct

- A Member of the Executive of the Board
- Is responsible for both the Society and the Board activities
- Issues notices of meetings
- Takes, maintains and distributes minutes of meetings
- Maintains a list of the Society's members and directors
- Conducts the correspondence of the Board, including information to UCC
- Files the annual report of the Society in accordance with the Act and UCC

4.7.3 Treasurer

Oct

- a) A Member of the Executive of the Board
- b) Receives and banks monies collected from all sources
- c) Keeps accounting records in respect of the Society's financial position
- d) Prepares the Society's financial statements
- e) Makes the Society's filings with respect to taxes

#### 4.7.5 Director of Programming (Program Committee)

- a) Provide Board direction for activities on a year-round basis
- b) Develop programs for United Church users
- c) Select Camp Directors for United Church camps and assist them with securing leaders

#### 4.7.6 Director of Property & Maintenance (Property Maintenance and Development Committee)

- a) Establish annual and long range plans for year-round facilities with recommendations for capital expenditures.
- b) Maintain the camp at BCCA and UCC standards.
- c) Oversee improvements.
- d) Plan and oversee the duties and responsibilities of the Camp Caretaker.

#### 4.7.7 Director of Publicity (Publicity Committee)

- a) Publicize the programs and use of the property
- b) Maintain the Rock United Church Camp Society's website

#### 4.7.8 Registrar (Booking and Registration Committee)

- a) Book non-UCC activities
- b) Act as Registrar for UCC use of the camp.
- c) Receive registration fees and maintain bank accounts with the assistance of the treasurer

#### 4.7.9 Accreditation Officer (Accreditation Committee)

- a) Maintain the Society's Operating Manual up to BCCA and UCC standards so that the camp can be accredited by both parties.

### 4.8 Third Party Contractors

Where deemed appropriate, the Camp Director may engage third party contractors for camp to provide certain services (such as first aid, catering, programming, waterfront, etc.) with the understanding that, as with all staff, the Society has final approval over all camp staff.

If the individual (such as a first aid attendant) supplied by the third party contractor could have unsupervised contact with any camper, that individual must be processed through the regular screening

procedures. If there would be no unsupervised contact with any camper, it is not necessary to screen the individual.

In either case the onsite individual or contractor must provide proof of any certifications, licenses, insurance, etc. which may be required for accreditation purposes and must be registered, and be in good standing, with WorkSafe BC.

*Operating Manual 4-27*

*Society*

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*Rock Lake United Church Camp*

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