

Policy Manual for Springside Apostolic Bible Camp

1. Board of Directors

1.1 Selection of Board Members

1.1.1 Pastors from sponsoring ACOP Churches shall automatically be Members of the Camp Board of Directors

1.1.2 Each Sponsoring ACOP church may appoint up to three lay members to be Members of the Camp Board of Directors. The method of selection is at the discretion of the local church

1.1.3 An Ex-officio member may be appointed by the board during a regular board meeting provided that at least 2/3 of the board present agrees to the appointment. These may be from outside of the sponsoring ACOP churches who demonstrate they are interested in and actively supportive of the camp. An Ex-officio member carries the regular rights of a board member but does not have the right to vote.

Special note: An Ex-officio is a person that can be appointed to the board because of their expertise. During the regular course of a meeting they can participate in discussion, bring forward motions but do not have the power to vote.

For more information on the roles, functions and powers of an ex-officio:

<https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/eng/cl00691.html> Not quite halfway down page.

1.1.4 Only the aforementioned can vote

1.2 Qualifications of Board Members

1.2.1 Sound Christian Character

1.2.2 Accept in principle the Statement of Faith

1.2.3 Demonstrate an interest and concern for Camp Ministry

1.2.4 Must be in good standing in his or her local church

1.2.5 Pastors must be members of and/or in good standing with the Apostolic Church of Pentecost

1.2.6 The Board of Directors may suspend the appointment of any Member whose actions disqualify them from serving

1.3 Term of Office of Board Members

1.3.1 Pastors of sponsoring churches shall be members as long as they are serving in their pastoral office

1.3.2 Term of Office for Lay members from sponsoring churches shall be at the discretion of the sponsoring church. It is suggested that they serve for a three year renewable term

1.3.3 Additional Members appointed by the Board shall serve one year renewable terms. Their appointment shall be reviewed annually following the Annual meeting.

1.4 Responsibilities of the Board

1.4.1 Hold at least 4 meetings annually

1.4.2 Report annual to the Annual Meeting

1.4.3 Select Camp speakers, Directors, Pastors, Cooks, Paid Personnel and other staff as needed

Finances

- a) The finances of the Camp shall be handled by the Treasurer
- b) All bills shall be paid by Cheque
- c) The Camp Board shall be responsible for authorizing all purchases. The Camp Board may delegate authorization and budgets to Camp Officers and Camp Personnel at a regular Camp Board meeting for the purposes of regular camp operation.
- d) The Camp Board shall have control of all finances and is authorized to spend moneys as deemed necessary for the successful operation of the camp
- e) All books shall be audited for the Annual Business Meeting
- f) All donations and moneys given to the Camp become the sole property of the Springside Apostolic Camp

Duties of Officers and Personal Camp Board

- a) The Camp Board shall have full power to govern and direct the affairs of the camp
- b) The Camp Board shall be responsible to set salaries for paid workers and personnel
- c) The Camp Board shall be responsible to select Camp workers
- d) The Camp Board shall be responsible to settle any disputes that may arise at camp, that cannot be settled by camp leadership
- e) Special circumstances & Pressing necessity shall be deemed as a situation that:
 - requires prompt attention
 - is not deemed as an actual emergency (requiring police, fire or medical services)
 - falls outside of the job descriptions and authority of Camp Manager, Camp Director or Camp Pastor
 - recognized as needing Camp Board intervention
 - and must be handled prior to the next scheduled Camp Board meeting
- e.1 Should a situation or circumstance arise that constitutes a Special Circumstance or Pressing necessity the acting authority in the situation, be that the Camp Manager, Camp Director or Camp Pastor Shall:
 - Notify an executive Board Member (Chair, Vice-Chair, Secretary, Treasurer)
 - Notify Camp Board Members present at the camp
 - Executive Board Member will be responsible to notify Camp Board Members not present
 - Executive Board Member shall call an Emergency Board meeting
 - The Emergency Board meeting will occur no sooner than one hour of notice given and at a time that works for present Board Members to attend
- e.1.2: Interim Camp Board:
 - The executive board member present shall preside as Board Chair over the meeting in order of (Chair, Vice-chair, Secretary, Treasurer) if present
 - The Board Members present at the camp shall constitute an interim Camp Board
 - If an Executive Board member is not present or cannot attend the meeting, the Camp Pastor shall preside as the interim Board Chair
 - The board decision concerning the matter shall be binding until it can be further discussed at a regular Board Meeting
- f) The Camp Board shall be on camp grounds as much as possible during camp
- g) The Camp Board shall be answerable to the Annual Meeting

Board Chair

- a) The Chair is responsible for ensuring that the Board of Directors and its members:
 - are aware of and fulfill their governance responsibilities
 - comply with applicable laws and bylaws
 - conduct board business effectively and efficiently
 - are accountable for their performance
- b) The Chair is accountable to the Board of Directors or Members as specified in the bylaws
- c) The Chair ensures:
 - that an agenda is planned for board meetings
 - this may involve committee members to draft an annual and meeting agenda and schedule
- d) Chairs meetings according to accepted rules of order for the purposes of :
 - encouraging all members to participate in discussion
 - arriving at decisions in an orderly, timely and democratic manner
 - votes as prescribed in the bylaws (to break a tie)
- e) The Chair ensures that structures and procedures are in place for effective recruitment, and training of board members

Vice Chair

- a) Shall in the absence of the Chair assume all roles and responsibilities of the Board Chair
- b) When Board Chair is present the vice-chair shall act in the full capacity of a regular executive member including the right to vote

Secretary

- a) Shall record all Camp Board Meetings and the Annual Business Meeting
- b) Shall maintain all correspondence in duplicate and file all correspondence received

Treasurer

- a) Shall receive and record all camp finances
- b) Shall pay all authorized accounts and expenses accumulated with the operation of the camp...
- c) Shall maintain a current file and account books
- d) Shall be in charge of camp office

Camp Worker Job Descriptions, Worker Duties and Accountability Flow Chart

Camp Pastor

The Camp Pastor is ultimately in charge of all goings on of the camp. More specifically, the Camp Pastor is responsible for all spiritual issues and discipline. The Camp Pastor oversees and works closely with the Camp Director, Camp Manager, Camp Cook and Camp Speakers. The Camp Pastor is responsible to oversee leadership training and / or devotions with the interns and / or counsellors.

Camp Director

The Camp Director reports to the Camp Pastor. The Camp Director assists the Camp Pastor with spiritual issues and discipline. The Camp Director organizes activities that are safe, fun & Christ-honouring. The Camp Director oversees the interns and counsellors and is responsible for counsellor

training. The Camp Director oversees camp registrations and dorm / cabin assignments. The Canteen Manager reports to the Camp Director.

Camp Manager

The Camp Manager reports to the Camp Pastor. The Camp Manager has the responsibility of keeping the physical aspects of the camp functioning (hauling water, garbage removal, purchase and pick up of supplies, repairs and maintenance of electricity, washrooms, plumbing, etc.) The Camp Manager is to be respected and cooperated with by all campers. Should they observe a camper behaving in an inappropriate manner they have the authority to address the situation and advise the Camp Director or Camp Pastor if necessary.

Camp Cook/Kitchen Manager

The Camp Cook reports to the Camp Pastor. The Camp Cook works in cooperation with the Camp Director to set meal times. The Camp Cook should prepare their weekly menu ahead of time, but must be flexible to alter their plans according to the supplies available and left over from previous camps. The Camp Cook oversees the Gratis Supervisor. The Camp Cook is to be respected and cooperated with by all campers. Should they observe a camper behaving in an inappropriate manner they have the authority to address the situation and advise the Camp Director or Camp Pastor if necessary.

Gratis Supervisor

The Gratis Supervisor reports to the Head Cook. The Gratis Supervisor shall be responsible for making up all gratis lists and shall make sure all gratis workers are performing their required duties. The Gratis Supervisor shall check to see that the kitchen is left clean after each gratis session.

Camp Interns

The Camp Interns report to the Camp Director, but may have responsibilities assigned to them by both the Camp Pastor and the Camp Director. The Camp Interns are to be respected and cooperated with by all campers.

Camp Speakers

The Camp Speakers shall report to the Camp Pastor. The Camp Speakers are responsible to minister the Word of God to the camp body. The Camp Speakers shall work in conjunction with the Camp Pastor to set the spiritual tone of the camp. The Camp Speakers shall work with the Camp Pastor to direct the ministry of the altar workers.

Counselors

Senior and Junior Counselors report to the Camp Director.

Qualifications of Counselors

- a. Shall be recommended by their church
- b. Counselors must be spiritually mature
- c. Must have attended a counselor training seminar prior to counseling at camp
- d. Counselors for Children's Camp must be a minimum of 16 years

- e. Junior Counselors for Children's Camp must be a minimum of 13 years
- f. Counselors for Teen Camp must be a minimum of 18 years

Duties of Counselors

- a. You have accepted the call to MODEL Jesus Christ to your campers.
- b. You have accepted a call to be a FRIEND to your campers.
 - Willing to LISTEN to them
 - Willing to BE with them
 - Willing to PRAY with them
 - Willing to have daily DEVOTIONS with them
 - Willing to HELP them
- c. Counselors are to exhort and encourage campers daily. "Be ready in season and out of season. Convince, rebuke, exhort, with all longsuffering and teaching."
- d. Counselors are to rise with their campers and to settle their campers each night. Campers are not to be left unattended at night!
- e. Counselors are not allowed to leave the camp unless they have permission from the Camp Pastor or Camp Director.
- f. Counselors shall work with all camp staff. Senior and Junior Counselors report to the Camp Director.
- g. There is to be no "dating" at the camp.

Camp Guidelines

Drugs, Alcohol & Use of Tobacco Products:

- The Camp has been designated as drug, alcohol and tobacco free; therefore: The possession of drugs and alcohol and the use of tobacco products on camp property are strictly forbidden.

FAMILY CAMP

1. 11:00 p.m. to 7:00 a.m. Quiet Time
2. No stereo systems or personal music players in multi-unit accommodations
3. Use extreme caution while driving on grounds
4. No pets allowed on grounds
5. Sports equipment to be used only in sports area and returned after use
6. Modest apparel to be worn at all times and No swim suits on the grounds except for going to the beach
7. All accommodation left in a clean state

For those who are on the grounds staying in the dorms, these additional rules apply:

1. No girls in or around boys accommodations and No boys in or around girls accommodation
2. In dorm time at 11:00 p.m.
3. If under 19, car keys are to be handed in to the Manager or Director upon arrival
4. The Camp Board will provide supervision in the dorms during Family Camp

TEEN CAMP

1. No girls in or around boys accommodation and no boys in or near the girls accommodation
2. No stereo systems or personal music players in the dorms
3. All keys are to be handed in to the Manager or Director upon arrival
4. NO DRUGS, NO ALCOHOL, or SMOKING on the grounds
5. Modest Apparel to be worn at all times and no swim suits on the grounds except for going to the beach
6. Sports equipment in the sports area only and to be returned after use
7. Lights Out and Rise and Shine will be at the discretion of the Director

CHILDREN'S CAMP

1. No girls in or around boys accommodation and no boys in or near the girls accommodation
2. No stereo systems or personal music players in the dorms
3. 10:00 p.m. to 7:00 a.m. Quiet Time
4. Counselors and helpers car keys are to be handed in to the Manager or Director upon arrival
5. NO DRUGS, NO ALCOHOL, or SMOKING on the grounds
6. Modest Apparel to be worn at all times and no swim suits on the grounds except for going to the beach
7. Sports equipment in the sports area only and to be returned after use

Policy Manual amendments passed June 14, 2014 at a special board meeting.