

***Central Rocky Mountain Region  
Christian Church (Disciples of Christ)***

***Policies and Procedures  
for  
Youth Events***

***Mission and Objectives for Youth Ministry***

***The Mission of Youth Ministry for the Christian Church (Disciples of Christ) in the U.S. and Canada and the Central Rocky Mountain Region is to respond to the needs of youth for relationships, events, and opportunities where they can be themselves, discern their gifts, and be empowered to be effective leaders and servants as called by God to be the body of Christ in the world.***

***To accomplish that mission...CRMR youth ministries should be planned and implemented in a way that will fulfill the following objectives:***

- (1) All events should be viewed as an extension of the educational and youth ministries of local congregations.***
- (2) Youth events should provide opportunities for young participants to come to know themselves and who they are in terms of their personal relationship with God, Christ, their friends and others in the larger community.***
- (3) Youth ministry should provide youth with an opportunity to grow as daughters and sons of God.***
- (4) Provide opportunities to live in the Spirit of God in all relationships.***
- (5) Provide youth opportunities to discover their gifts and ways to fulfill their common discipleship by using those gifts to the glory of God.***
- (6) Youth events must provide a basis for understanding the way in which we are all called to live lives that reflect Christian hope, love and faith.***
- (7) To provide an environment where faith/life questions can be asked and explored safely.***

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## ***Policies, Rules and Procedures for Youth Events***

The following are intended to be the official policies of the Central Rocky Mountain Region for all youth events and ministries sponsored by the Region. **It is expected that all participants, adults as well as young people, will abide by these policies and procedures.** It is expected that all adult and youth participants will read and understand these policies in advance of the event in which they participate and that they will agree to carry out the rules during their participation in the event. Questions regarding the rules, their application in a particular context or event or their interpretation shall be resolved by the director of the specific event in which such questions arise, in conjunction with the Associate Regional Minister to Youth, the Executive Regional Minister and/or designated Regional Staff Person.

These policies reflect the serious effort of the Region, local congregations and event directors, staff and youth to fully carry out the mission and objectives of youth ministry in the Central Rocky Mountain Region. **The rules are intended to assure parents, congregations and participants that youth events will be conducted in an appropriate manner with due care for the safety and spiritual growth of the young people who participate.**

The following include, therefore, policies, rules and procedures that come from a variety of sources. Some reflect the requirements of state law. Some are requirements of the facility in which the event is conducted. Others result from an understanding of good practices based on years of collective experience.

Please note that “during the event” is not an appropriate time to question the policies. While your input is welcomed, please raise any question you may have in a constructive manner prior to the event or during post-event evaluations. Those adults who participate in youth ministry camps will be required to take part in pre-event training. It is expected that issues of rule interpretation will be resolved at that time. During the event, such decisions will rest fully and finally with the event director who may seek assistance from the Associate Regional

Minister to Youth.

Note that at various places in the following, the terms “camp” and “event” are used, most often interchangeably. The use of one of the terms should be interpreted to include the other unless the context clearly dictates to the contrary. Note also that any reference to “Director” includes both director and/or co-director(s).

**Youth participants are responsible for making certain they AND their parents/guardians have read these rules prior to registration. There will be consequences to either the youth and/or the parents/guardians for failure to follow the rules.**

Have fun, enjoy nature, participate fully *and may you be aware of God’s presence among us at camp and act as if we are living on Holy Ground and in Holy Moments.*

## **Section 1. Compliance With State Law**

**A. Responsibility.** It is the responsibility of all adult participants to be familiar with the applicable state law and to comply with it. This includes, but is not limited to, statutes dealing with the conduct of camps, operation of vehicles, and applicable health standards.

\*\*A copy of the state laws are on file at the Regional Office and can be requested by anyone interested in obtaining them for review.

## **Section 2. Camp/Event Directors and Staff**

### **A. Camp or Event Director:**

(1) The Youth Ministry Committee, on the recommendation of the Associate Regional Minister to Youth, appoint the person or persons who will serve as director/co-directors and directors-in-training of Regional youth camps and other events, who will be selected from congregations in the Central Rocky Mountain Region.

(2) The appointment shall be made in a timely manner that takes into account the responsibility of the director to adequately plan, prepare the event, and direct training events.

(3) The camp director shall be responsible for conducting the event in accordance with the mission and objectives set forth herein and in full compliance with these policies, rules and procedures. The director shall plan and implement events in coordination with the Associate Regional Minister to Youth and the Youth Ministry Committee. A more complete description of the duties of the director/co-director is set forth in Section 9.

(4) The director shall know these rules, the applicable state law and all rules of the host facility and shall make certain that all counselors and staff are made aware of and comply with them.

(5) The director shall plan and conduct training of camp/event staff in order to properly prepare them for their responsibilities and shall assure that all staff is adequately prepared.

#### **B. Camp Counselors/Staff.**

(1) The camp or event director shall select counselors or other staff as may be required to properly plan and conduct the event. CRMR policy is that a ratio of 8 youth to 1 adult must be met. Such persons may not be younger than twenty-one (21) years of age and must be at least five (5) years older than the oldest possible youth participant for the specific event. With the approval of the Youth Ministry Committee, two exceptions to the age limit may be allowed:

A: The director may approve the use of counselors in training (CITs) who are younger (between 18 and 21) to serve at Camp, but they shall not, under any circumstance, be counted as a part of the staff for purposes of calculating youth to adult ratios.

B: Persons (between 20 and 23) who have had special training (i.e. Peace Interns) or are serving as the youth pastor in their church may be allowed to attend retreats for CYF youth as a sponsor.

In both cases as stated in A and B above, such persons must complete all pre-event training requirements, pay their own camp fee, and abide by all other requirements of camp staff

set forth in these rules. Any persons who fail to participate fully in pre-event training shall not be allowed to serve.

(2) The names of persons selected by the director **must** be submitted to the Associate Regional Minister to Youth for approval prior to final appointment being made. The Regional office shall conduct an appropriate background check on all proposed staff including the proposed director, before approving their appointment. **Current is: Every third year before the date of the event. Current CBI check on file at Regional Office; Current written reference form on file at Regional Office. (Suggested: (1) A security check from an official law enforcement agency of the county or state in which the individual resides (such as Colorado Bureau of Investigation or Jefferson County Sheriff's Office), and (2) a written reference form (received from the regional office) filled out by the individual's pastor (or if the individual is a pastor, from another pastor in her or his district or from a pastor in the Regional office) which is dated no more than one year before the date of the event, will be on file in the Regional Minister's office.**

(3) Prior to accepting appointment, camp counselors or staff must agree as follows:

- (a) to read these policies, rules and procedures and agree to comply with them;
- (b) to attend pre-event training;
- (c) to arrive at the event site at the time scheduled for all counselors/staff, to remain at the event until excused by the director;
- (d) to accept responsibilities assigned by the director;
- (e) to act at all times as a responsible role model. No use of tobacco, alcohol, marijuana or other illegal substances. No unwholesome language, inappropriate behavior or inappropriate relationships will be tolerated;
- (f) prepare adequately for your time with students by reading the curriculum, requesting all necessary supplies in advance, completing evaluations before leaving the event site, and being physically, emotionally and spiritually

prepared;

- (g) be a team player, cooperative in all ways with Regional staff, camp director, other camp staff, and facility staff; and be willing to share in responsibilities for worship, recreation, and other duties beyond your specific assignment;
- (h) not to bring to an event any item listed in Section 3B(4) of these rules without the express permission of the director;
- (i) agree to comply fully with all policies, rules and procedures as set forth herein and as interpreted by the event director.
- (j) be physically prepared to do the job, as camp is physically rigorous and most camp facilities are spread over large areas.
- (k) limit cell phone calls to short calls, away from youth; cell phones may only be used at free time or at night if previously cleared with co-counselor, with the exception of an emergency. The use of smartphones, laptops and other technologies should be limited and is present at camp primarily to support the overall mission and vision for the camp as set forth by the staff, directors and curriculum.

(4) A more complete job description for camp staff is set forth as Section 8.

### **Section 3. Rules for Youth**

**A. General.** By attending a CRMR youth ministry event, you agree to comply fully with the policies, rules and procedures of the Region, the event director and staff. You acknowledge that failure to do so will subject you to certain consequences. You understand that while most of the rules are set forth in this document, it may not always be possible to anticipate every situation and that the event directors in conjunction with the Associate Regional Minister to Youth are

empowered to establish additional rules as may be necessary. By attending a CRMR youth ministry event, you are acknowledging that the “Mission of Youth Ministry for the Christian Church (Disciples of Christ) in the U. S. and Canada and the Rocky Mountain Region is to respond to the needs of youth for relationships, events, and opportunities where they can be themselves, discern their gifts, and be empowered to be effective leaders and servants as called by God to be the body of Christ in the world.” You agree to accept your role in fulfilling this mission.

**B. Expectations of Youth Participants.** The following is a list of the expectations the event staff have for young people who participate in youth ministry activities. It is our hope that by setting these expectations as their goals, youth will have significant life-changing experiences at CRMR events.

(1) Youth should arrive at the event with an attitude of cooperation and anticipation. CRMR events are intended to be different from school and other secular events, it is a time to encounter God, yourself and others in a new way. Your cooperation and participation will make sure that happens.

(2) It is expected that campers arrive for their camp experience in good health. For the wellbeing of all, the CRMR reserves the right not to admit an ill person.

If a camper has been hospitalized; has had an injury; had a broken bone(s); been involved in an accident; had a change in medication(s); had outpatient or inpatient surgery; a new diagnosis; or a communicable disease since his/her original health forms were completed and sent to the CRMR, they must:

- \* Notify the Associate Regional Minister to Youth.
- \* Fill out updated health forms, signed and released by attending physician.
- \* Upon CRMR receipt of new health forms, be approved to attend camp by the Associate Regional Minister to Youth in consultation with the directors and medical staff person for the camp and the Youth Ministry Committee.



(3) Youth participants must comply with all camp/event rules and direction from camp staff.

(4) In order to participate in a CRMR youth event, youth must be **pre-registered**. There can be NO exceptions to this rule.

(5) Youth **CANNOT** bring any of the following items to an event. If you do so, they will be confiscated by camp staff and directors. If you have a question about whether an item you wish to bring to camp or an event is prohibited, you must raise the question with the directors **two weeks prior to the event**. Neither CRMR, camp facility, camp staff or any other person is responsible for any loss of or damage to an item brought in violation of this rule either before or after confiscation. Do not bring anything you wouldn't want to lose or get broken.

*A Side Note Regarding Technology: Technology is an important part of our culture, and world. We recognize that technology can support and serve as an innovative way of connecting to God and others. We trust you will spend many hours and days exploring how technology can serve your spiritual journey. While knowing this, we value some of the most ancient of ways of connecting to God; silence, solitude, connecting with the body of Christ in person, and fasting. We see the time at camp as a time that helps to create space for God that is unlike any other time in your life. This includes parents and children. Let's experiment in fasting from the compulsion of text, call, social media, and constant music.*

**This will be enforced. Please do not bring:**

- (a) radios, CD players, MP3 Players, Ipods, TV's, laser pointers, or similar items;
  - (b) cell phones, smartphones, pagers, two-way radios, electronic games, tablets, computers, eReaders or other electronic devices;
  - (c) tobacco products of any nature, marijuana, illegal drugs or alcohol;
- prescription drugs, as well as over-the-counter drugs will be allowed ONLY if given to the camp/event nurse or director immediately upon arrival and if in the original, labeled container indicating them to be a prescription for that young person (prescription drugs will be administered under the supervision of the

camp/event health care provider);

(d) firearms, knives of any kind or other items that could be considered a weapon;

(e) fireworks, candles, matches, lighters, explosives, or other incendiary devices;

(f) any other item listed by the director prior to the event.

(6) Youth will be responsible for the overall cleanliness of the facility and grounds.

(7) Clothing appropriate to Christian witness is expected. Appropriateness of clothing will be determined by the discretion of the director or other camp staff, and any person wearing clothing deemed inappropriate (such as low-cut T-shirts, high-cut shorts, low-cut bathing suits, string bikinis, or low-cut jeans, pants, or shorts) will be required to change immediately or leave camp. Guidelines to consider when packing for camp include, but are not limited to: avoid clothing with sexually suggestive messages; messages which include language prohibited under rule (9) below; undergarments that are showing; messages of a violent nature; racist or sexist language or symbols; or that advocate or advertise the use of illegal drugs, alcohol or tobacco; or clothing which is itself suggestive;

(8) There will be no defacing or intentional damaging of facilities, property, grounds, trees or other of the surrounding environment. Persons responsible and their parents/ guardians shall be required to make financial restitution and be subject to other disciplinary consequences under these rules;

(9) Participants will use language, gestures, and actions that are acceptable in any gathering of caring Christians. Use of racial slurs, ethnic jokes, language demeaning of gender, sexual orientation, disability, obscenities, or other forms of “put-downs” or intimidation will not be tolerated. See Section 8A for our Zero Tolerance Policy.

(10) Camper-to-camper physical violence will not be tolerated. See Section 8A for our Zero Tolerance Policy.

(11) **You must arrive on time and stay for the entire event.** Exceptions to this are in emergency situations such as serious illness or a death in the family. If you have a problem with

this rule, contact the Associate Regional Minister to Youth **before you register**.

(12) Pairing or coupling of youths, of adults, or of a youth and an adult for romantic purposes is strictly prohibited. Sexual misconduct, whether acted out or suggested, is prohibited and will result in the immediate expulsion of any person who engages in such conduct;

(13) Conduct constituting “raiding” or “hazing” will not be allowed nor will any conduct be tolerated which endangers the safety or well-being of any other person or their property;

(14) Telephone use is limited to emergencies under the sole discretion and permission of the director;

(15) No fires will be ignited anywhere including building fireplaces except by camp staff with permission from the director;

(16) No camper will be in any cabin without a staff person.

(17) Youth will remain in designated sleeping quarters during rest periods and after lights out and shall not be in their designated sleeping quarters without a staff person present;

(18) No participant may take or use property of another without the consent of the owner;

(19) Youth are discouraged from bringing personal vehicles to any camp or event. If this is the only way a camper can get to camp, the camper must turn in all sets of keys to the director immediately upon arrival. You must also present evidence of insurance with current registration to the camp/event director. During the event you will not be allowed to enter your vehicle for any purpose unless the camp director is present. Campers’ cars will not be parked at cabins, but in the area designated by the directors of the camp.

(20) Campers must stay in designated, supervised areas where they can be observed by a staff person.

(21) Campers must be signed out by the adult driver transporting them at the end of camp, and must leave the camp property in that driver’s vehicle.

## **Section 4. Special Needs Campers**

In the spirit of our mission, the camping ministry seeks to be open and inclusive of all who feel called to participate in our camping program. However, we recognize the limitations of our ratio as well as volunteer camp staffers. Therefore campers with special needs such as autism spectrum disorder, significant physical disabilities, or similar conditions must be accompanied for the duration of camp by a parent, guardian or designated caregiver of the same gender, as judged by the Associate Regional Minister to Youth and camp directors according to the severity of the disorder/disability. The adult must follow procedure of all volunteer staff, including passing a background check, turning in completed registration and attending camp staff training. The registration fee for the parent/guardian will not be covered by the region, we ask that the family in conjunction with the home congregation pay the registration for lodging and food in consultation with the Associate Regional Minister to Youth. If there are questions regarding this policy or the circumstances of a particular camper, please contact the Youth Ministry Committee prior to the camper registration deadline for the event in question.

## **Section 5 Disciplinary Procedure.**

**A. General.** Problems of attitude and cooperation as well as violations of these rules have the real potential of creating safety hazards for the camper and others and changing the goals and meaning of the event. In addition to physical endangerment, such conduct poses problems for those young people who attend camp for the right reasons. Parents and youth participants must, therefore, understand that these problems must be dealt with fairly and promptly. Depending on the facts, consequences may include sending a youth home at the expense of parents or guardians. **Accordingly, it is important that the youth and their parent/guardian read these rules in advance of an event.** The Associate Regional Minister to Youth and event director will be happy to explain or clarify the rules or answer your questions.

**B. Source of Rules.** The rules and procedures for each CRMR youth event come from one or more of the following sources: (1) this document; (2) applicable federal, state and local law; (3) CRMR policy; (4) the rules of the site or facility in which the event is conducted; and (5) the camp/event director. During an event, the final interpretation of any rule is the prerogative of the camp/event director in conjunction with the Associate Regional Minister to Youth.

**C. Progressive Discipline; Exceptions.**

(1) Most often the director and staff will attempt to respond to problems in a progressive manner, that is to say, by using consequences appropriate to the violation designed to persuade and motivate the young person involved to comply with the rules and participate in the activity in a manner that will benefit him/her, others, and their relationship with God.

(2) There are exceptions to the rule of progressive discipline. If at any time and for any violation, including first time violations, the director deems the conduct of the participant poses or has posed significant risk to the safety of the offender or to others, the director must send that person home promptly. This process will involve the director notifying emergency persons and making arrangements for a youth to be picked up in a safe, prompt manner. The youth will be separated from other youth and under adult supervision until the camper is picked up or sent home in a safe agreed-upon venue with the adults involved. If a parent, guardian or emergency person listed on form cannot be reached in a timely manner, the youth's pastor will be called to make the necessary arrangements.

(3) In addition, there may be other times when conduct of a participant so significantly disturbs others or the effectiveness of the event, that such conduct, even an initial violation of rules, justifies the director in not using the progressive discipline approach. At such times as may be deemed necessary in the sole discretion of the director, s/he may skip steps in the progressive discipline approach and employ whatever consequence is determined appropriate.

(4) All disciplinary actions shall be considered and taken in the Spirit of Christ with the

mission and objectives of CRMR youth ministry in mind. Camp staff will endeavor to be aware of the needs of the individual and of other campers affected by the conduct of the offender.

When possible, disciplinary consequences will be administered progressively as follows:

- (a) the offender will be given a reminder of the rule and requested to comply;
- (b) activities may be restricted;
- (c) the offender may be placed on probationary status clearly defining the consequences that will result from further violation. The camp director shall be required to administer consequences unless the circumstances clearly justify not doing so;
- (d) contacting the youth's parents and/or their designee;
- (e) expulsion of the youth from the event as described in C(2) above;
- (f) limiting or prohibiting the youth from future CRMR events/activities.
- (g) involving police if a violation of law is involved (example: drugs).
- (h) contact pastor

#### **D. Procedure When Youth is Expelled.**

(1) In the event the director makes the determination that a youth should be expelled from the event, s/he shall be immediately isolated from other campers and activities and placed under appropriate adult supervision; if the incident occurs or is discovered within the last 12 hours of the event, the youth will be isolated and unable to participate in any closing activities.

(2) The Associate Regional Minister to Youth shall be contacted and informed of the situation.

(3) The camp director shall immediately attempt to contact both the youth's parents/guardian and the youth's pastor and youth pastor. The purpose of this contact shall be only to explain the circumstances and to arrange for the removal of the youth from the event. This contact should not be used by any party as an opportunity to discuss the appropriateness of the decision or to seek to change it.

(4) If another child has been a direct recipient of behavior that is deemed unacceptable and deemed to be a send-home offense, the camp director shall immediately attempt to contact that child's parents/guardians. The purpose of this contact shall be to notify this child's parents and should not be used by any party as an opportunity to discuss the situation at length.

(5) The Associate Regional Minister to Youth shall, within ten (10) days of the offense for which the youth was sent home, contact the parents/guardians of the youth and the youth's pastor to discuss the matter. The same will apply to any other youth and families directly affected by this situation.

(6) Any infraction deemed a send-home offense may also result in the offender's loss of the privilege to attend one or more future CRMR youth events as well, at the discretion of the Youth Ministry Committee.

**E. Types of Discipline Prohibited.** Under no circumstances shall the director or staff use corporal or physical forms of punishment or demeaning language or emotional abuse, nor shall meals be withheld from an offending camper.

**F. Review Process for Expelled/Suspended Youth and Adults.** Any youth/adult who has been expelled from an event or placed on a probationary status must be reviewed and approved by the Youth Ministry Committee before being allowed to return to any event. He/she must submit a written request to the Youth Ministry Committee.

## **Section 6. Expectation of Parents/Guardians**

**A. Prior to the Event.** Before an event in which your young person will participate, read these rules. It is important that YOU are aware of these rules. Some of them directly affect you. Others are for your young person. Make certain your child understands what is expected of him or her. For example, please help assure your child does not bring items to camp that are on the "do not bring" list. It is our fervent desire that this experience be one of spiritual growth for your child.

Understanding the rules in advance and coming to camp with a good attitude, willing to participate and cooperate, will help us all to achieve that goal.

**B. Help us to know your child.** If there are health or other issues about your child that could impact his or her camp/event experience, make sure the director knows. It is better if such is made known in writing. Example: death in the family; a recent divorce; fears; bedwetting; pregnancy; special needs. If this is a sensitive issue contact the Associate Regional Minister to Youth.

**C. Be Available.** It is important that the director be able to get hold of you if there is an emergency, a problem or just a question. If you are going to be somewhere other than home or work for any length of time, make certain we know how to get hold of you if the need should arise. A cell phone number would be helpful. The director will call you, for example, if:

(1) there is a medical emergency or problem. If it is an emergency, you will be called as soon as possible after proper medical care is secured. If it is not an emergency, you will be contacted beforehand.

(2) You will be called if the director has determined there is a disciplinary problem that requires your attention and/or intervention. If you are contacted for this purpose, please cooperate with the director. He or she is “on the scene” and is making a difficult decision based on the facts and the responsibility CRMR has for your child...and the others.

(3) Psychological concerns beyond what the camp staff can provide (such as self-mutilation, bulimia, anorexia, suicidal threats, etc.)

(4) If a determination has been made that your child must be removed from the event, you will be required to make arrangements to pick him or her up **immediately**. Please be assured this decision was not made lightly. Your prompt attention under these circumstances is required.

(5) Please drop off and pick up campers on time.

**D. Use of personal vehicles.** We strongly discourage youth from driving personal vehicles to events. Please try to make arrangements for your child to go with an adult or church group. By



allowing your child to drive to an event you are accepting the risk that he or she may be injured in a vehicle accident and agreeing that you will not attempt to hold CRMR or camp/event staff liable. Please be aware that while every attempt is made to insure adequate rest at CRMR youth events, it is not uncommon for participants to be very tired at the end of the event – and driving while tired/sleepy increases the odds of an accident occurring. Additionally, if your teen does choose to drive a personal vehicle, s/he must provide evidence of insurance with camp registration form. Failure to do so will mean your child will not be allowed to remain at camp.

## **Section 7. Expectations of the Local Congregation**

**A. Making Youth Ministry a Priority.** Helping young people to grow in their faith has perhaps never been more critical than today. But it doesn't just happen. It requires "a covenantal community." The covenantal community not only includes CRMR and the camp/event director and staff, but also includes the young person's home congregation. The experience will be greatly improved if the congregation prayerfully considers how it can make youth ministry a real priority. Here are some ideas:

(1) Encourage your minister(s) to be camp/event directors or staff. The involvement of clergy tells the young people they really matter to the church. Encouraging clergy to become involved in youth ministry means the congregation must understand when the pastor is gone for a week of camp it is just as important as any of the many duties the pastor has, and *not a vacation*.

(2) Volunteering to help at camp is not just the duty of clergy or parents but of all Christians who have the gifts to help our children in the faith. If you have those gifts...use them.

(3) In order to assure the young people that camps and events will be adequately staffed with qualified adults, the CRMR and the Youth Ministry Committee have established the goal of encouraging each congregation sending a child to camp to also send an adult. We encourage each

congregation to prayerfully consider its responsibility to these young members of the church family. The success of the Region's youth ministry depends on each congregation.

(4) Other ideas: A-We strongly discourage having youth drive themselves to and from regional events. Please organize transportation with adult drivers for your campers. B- Send letters from church members during camp. C- Have a camp commissioning service before the camping season begins. D- Financially support the campers' cost to attend. E- Pray for the event and participants.

(5) Visits to campers during camp are discouraged. Unexpected visits can disrupt the program, community and operation of the camp and could be upsetting to your youth or other campers. Interruptions of group leader and staff time hinders their effectiveness with the campers. For safety and security reasons for your child / youth, the camp staff will be on the lookout, and report any strangers wandering about amidst the campers during the week. If parents or clergy feel the need to visit to be aware of curriculum, environment, activities, etc., please contact the director **two weeks before the camp** so arrangements can be made. Each camp will have a unique schedule, so the best time for a visit can be determined by the camp director. Any expense incurred by your visit will be entirely yours.

## **Section 8. Abuse and Exploitation**

### **A. Zero Tolerance!**

The CRMR, and its event directors and staff will not tolerate any form of physical, sexual or emotional abuse or exploitation. These terms will be broadly defined in order to prevent any conduct objectionable to the victim or recipient of the conduct. Such conduct may include, in addition to obvious situations of abuse or exploitation, improper touching, suggestive language, inappropriate jokes or other comments and all conduct or language of a sexual, violent or

insulting nature that could reasonably be expected to make another person feel threatened or uncomfortable.

***Children’s Code 19-1-103. Definitions. As used in this title or in the specified portion of this title, unless the context otherwise requires:***

*(I)(a) “Abuse” or “child abuse or neglect”, as used in part 3 or article 3 of this title, means an act or omission in one of the following categories that threatens the health or welfare of a child:*

*(I) Any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, or death and either: Such condition or death is not justifiably explained; the history given concerning such condition is at variance with the degree or type of such condition or death; or the circumstances indicate that such condition may not be the product of an accidental occurrence;*

*(II) any case in which a child is subjected to unlawful sexual behavior as defined in section 16-22-102 (9), C.R.S.;*

*(III) Any case in which a child is a child in need of services because the child’s parents, legal guardian or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take. The requirements of this subparagraph (III) shall be subject to the provisions of section 19-3-103.*

**B. Responsibilities of camp staff.**

(1) It shall be the responsibility of camp/event staff to notify such suspected or actual conduct immediately to the camp director and they shall jointly call local law enforcement or the local County Department of Human Services. *(When at La Foret: El Paso County Department of Human Services can be reached by calling 719-444-5700.)* After contacting the local county authorities, follow up with a call to the county in which the alleged abuse occurred *(the local DHS will provide the number to call)*. Notification requirements shall apply to incidents involving the camp/event staff, participants or any other person. Notification of incidents shall also be required of incidents called to the attention of any staff when it is called to his/her attention that their actions may have violated this section; in other words, staff is required to notify not only the conduct of others that may have violated this section but their own personal conduct as well. If the alleged offender is the director, the notification shall be made directly to the Associate Regional Minister to Youth. In addition to the phone call to legal authorities, a written report shall also be made to the director and the Associate Regional Minister to Youth. A form shall be provided by the region for the written report, which will call for the following information:

Code Criteria

- (a) name, age, and gender of person believed abused;
- (b) name, age and gender of alleged abuser;
- (c) nature and date(s) of abuse and facts relied upon;
- (d) name of person making original report;

(e) name of parents and home congregation of alleged abuser and victim;

(f) any other information deemed relevant.

**193-3-307 Reporting procedures** (1) *Reports of known or suspected child abuse or neglect made pursuant to this article shall be made immediately to the county department or the local law enforcement agency and shall be followed promptly by a written report prepared by those persons required to report. The county department shall forward a copy of its own report of confirmed child abuse or neglect within sixty days of receipt of the report to the central registry on forms supplied by the state department.*

(2) *Such reports, when possible, shall include the following information:*

(a) *The name, address, age, sex, and race of the child;*

(b) *The name and address of the person responsible for the suspected abuse or neglect;*

(c) *The nature and extent of the child's injuries, including any evidence of previous cases of known or suspected abuse or neglect of the child or the child's siblings;*

(d) *The names and addresses of the persons responsible for the suspected abuse or neglect, if known;*

(e) *The family composition;*

(f) *The source of the report and the name, address, and occupation of the person making the report;*

(g) *Any action taken by the reporting source;*

(h) *Any other information that the person making the report believes may be helpful in furthering the purposes of their part 3.*

(2.5) *Notwithstanding the requirements set forth in subsection (2) of this section, any officer or employee of a local department of health or state department of public health and environment who makes a report pursuant to section 25-1-122 (4) (d) or 25-4-1404 (1)(d), C.R.S., shall include only the information described in said sections.*

(3) (a) *A copy of the report of known or suspected child abuse or neglect shall be transmitted immediately by the county department to the district attorney's office and to the local law enforcement agency.*

(b) *When the county department reasonably believes a criminal act of abuse or neglect of a child in foster care has occurred, the county department shall transmit immediately a copy of the written report prepared by the county department in accordance with subsection (1) of this section to the district attorney's office and to the local law enforcement agency.*

(4) *A written report from persons or officials required by this part 3 to report known or suspected child abuse or neglect shall be admissible as evidence in any proceeding relation to child abuse, subject to the limitations of section 19-1-307.*

(2) The initial report of any incidents of suspected child maltreatment shall be made orally as soon as possible and must be followed-up within 24 hours with a written report.

(3) The results of the investigation shall be promptly shared with the regional moderator, the Executive Regional Minister and other persons the Associate Regional Minister to Youth deems appropriate.

(4) Any person who fails to notify or investigate pursuant to this section shall be subject to dismissal and potential penalties under state law.

**C. Suspected Child Abuse and Neglect unrelated to a CRMR event.**

(1) In the event the director, any staff member, or other participant becomes aware of or suspects abuse by a person unrelated to a CRMR event (such as when receiving a report of abuse at home or another site) such information shall be notified immediately as otherwise required in this section in compliance with state law for mandatory notification.

(2) Such allegations/reports shall be handled in the same manner as set forth above.

**Section 9. Counselor/Director Job Descriptions**

**A. Counselor's Job Description:**

(1) Uphold the mission and objectives for youth ministry as stated in the Policies and Procedures for Youth Events in the Central Rocky Mountain Region.

(2) Be familiar with and abide by all policies, rules (state and federal), and regulations as stated in the Policy and Procedure manual as well as those enforced by the camping/event facility.

(3) Attend the counselor training event before camp.

(4) Read through the curriculum before camp with some plans made in advance for daily activities. Anticipate the materials you will need and request them from the director at least two weeks before camp.

(5) All staff will stay at camp for the entire week **including the night of training before the campers arrive.**

(6) Be in charge of a "cabin group" for sleeping arrangements each night of camp. You will be fully responsible for this group of campers during any time designated as cabin time or lights out.

(7) Lead a “Family group” of youth for the entire week of camp. You will have another adult counselor working with you as your co-leader of the group. You will be fully responsible for this group of campers during any time designated as family group time.

(8) Share in the leadership needed for special events such as worship, recreation, interest groups, skits, etc.

(9) Be in continued contact with your directors throughout the week. Immediately notify directors if there have been, or you suspect, any youth in violation of the Section 3: Rules for Youth.

(10) Complete an event evaluation form within the amount of time allowed after the event and return it to the Associate Regional Minister to Youth.

(11) Work together and in cooperation with the other staff. If there is for any reason an issue or conflict between staff it must be resolved as soon as possible and without involving any youth. If assistance is needed in this resolution the camp directors or the Associate Regional Minister should be contacted immediately.

(12) Take good care of yourself physically. This includes rest, eating well and dealing with stress in an appropriate manner. Fill out forms for any injury.

(13) Help with check out at the end of the event and be sure that all youth have suitable transportation. Check out with event director before leaving.

(14) Limit cell phone calls to short calls, away from youth; cell phones may be used during free time, or at night if previously cleared with co-counselor *with the exception of an emergency*.

## **B. Director’s Job Description:**

(1) Uphold the mission and objectives for youth ministry as stated in the Policies and Procedures for Youth Events in the Central Rocky Mountain Region.

(2) Be familiar with and abide by all policies, rules, and regulations as stated in the Policy and Procedure manual as well as those enforced by the camping/event facility.

(3) Attend the director training event before camp.

(4) Develop the curriculum chosen by the Youth Ministry Committee, before camp with plans made in advance for daily activities/keynotes/speakers/theme exercises. Anticipate the materials/resources you will need and request them from the Associate Regional Minister at least two weeks before camp.

(5) Comply with the budget provided by the Youth Ministry Committee and the Associate Regional Minister to Youth. Turn in a schedule for the event to the Associate Regional Minister a month before the event.

(6) Choose staff and help to train them in a timely manner for the event.

(7) Assign youth to family and cabin groups and help organize registration.

(8) All staff will stay at camp for the entire week.

(9) Plan all-camp events such as game night, skit night, campfires, etc. and contact the facility (through the Associate Regional Minister) in advance about room/space/facility needs. Share in the leadership needed for special events such as worship, recreation, interest groups, skits, etc.

(10) Complete an event evaluation form and evaluation of each staff member before the Camp Celebration & Evaluation Event and return it to the Associate Regional Minister to Youth.

(11) Work together and in cooperation with the other staff. If there is for any reason an issue or conflict between staff it must be resolved as soon as possible and without involving any youth. If assistance is needed in this resolution the Associate Regional Minister should be contacted immediately.

(12) Take good care of yourself physically. This includes rest, eating well and dealing with stress in an appropriate manner.

(13) Handle all emergencies in accordance with the Region's policies and procedures.

(14) Distribute unopened mail.

(15) Counsel informally / formally everyday with all staff, both individually and in groups.

(16) Supervise the check-out process at the end of the event for both youth and sponsors.

(17) Attend the Camp Celebration & Evaluation meeting at the end of the summer camping season.

(18) Conduct communication between the staff and campers with the facility staff, administration and directors.

(19) Work to train the Director in Training in conjunction with DIT Job Description.

(20) Make a list of confiscated items and return them to camper's designated adult upon their departure.