**HEADWATERS MISSION CENTER DIRECTOR’S HANDBOOK**

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# WHY WE GATHER

**GATHERING MINISTRIES VISION**

Provide diverse and inclusive opportunities to experience, practice, and strengthen a relationship with God, as revealed through Jesus Christ and the Holy Spirit. Promote communities of Joy, Hope, Love, and Peace.

**Goals:**

* Create safe environments where all are welcomed to come as they are to be transformed in loving communities.
  + Provide the following: Safe Venues, Qualified Staff, Participant Orientation, and Staff Training in Hospitality, inclusivity
* Encourage exploration and discovery of one’s self, Gods’ creation in all its variety, and the love of God in ways that may not be possible in everyday life.
  + Through: Spiritual Practices, Varied venues, Varied leadership, Variety of experiences, Creative corporate worship, Mission, etc.
  + Plan individual time / self-discovery
* Provide opportunities to educate, model, mentor, and develop Christian disciples of all ages.
  + Through: Interest group(s), Time for sharing and listening, Activities that promote engagement, Staff training for listening / body language, Spiritual practices, Non-judgmental, Intentional mentoring, Self-discovery
* Build and strengthen our relationships with each other and with God; encouraging acceptance and unique expression.
  + Through: Interest group(s), Variety of methods, Choice, Positive role model, Leadership development, Fun, Spiritual practices, Variety of experiences, Preparation

**HEADWATERS MISSION CENTER – PURPOSE**

1. Encourage congregations to focus on the Mission of the Church and how that Mission is lived out within their congregation and community
2. The Mission Center is called to …

*…help connect congregations and individuals to the Mission/Purpose of the international church.*

*…encourage focus on the formation of disciples in congregations and mission center.*

*“It is time to be more intentional and integrated in our approach to disciple formation so we are providing the settings, resources, support, and insights for people to faithfully walk the path of the disciple throughout their lives.”*

*“Identity and Mission in an Uncertain World” Steve Vesey’s address at the World Church Leaders Meeting 9/11/06.*

1. *Encourage congregations to focus on outreach, telling their story, through witnessing ministries and invitation.*
2. *Provide gatherings where people can explore their relationship with God, with each other, and with creation.*
3. *Provide training, consultation, and resources in support of congregations living out the mission.*
4. *Provide administrative support to congregations.*

**COMMUNITY OF CHRIST**

**Our Mission**

We Proclaim Jesus Christ and Promote

****Communities of Joy, Hope, Love, and Peace

#### We proclaim Jesus Christ

Who lived, died, and lives again

Who acknowledged each person's dignity and worth

Who brought, for all people, the message of redemption and of God's inexhaustible love

Our mission is about sharing the peace of Jesus Christ in all its dimensions. “The peace of Jesus Christ” encompasses all of the promises, hopes, and blessings of the gospel as revealed by Christ and as affirmed by the Holy Spirit, his promised presence with us.

Worldwide, each of our congregations is a warm, participative community where we respect—and use—the gifts and talents of each person, from oldest to youngest in celebration of our mission. In neighborhoods, schools, workplaces, and organizations, we share the peace of Jesus Christ by caring for each other, for all people, and for the earth itself.

*And he said to them, "Go into all the world and proclaim the good news to the whole creation. (Mark 16:15 NRSV) (The great commission)*

*There are many lives waiting to hear the redeeming words of the gospel, or to be lifted from hopelessness by the hands of loving servants. But they will be lost to you without the generous response of disciples who share from their own bounty that others may know the joys of the kingdom. (Doctrine and Covenants 162:7a)*

*Be patient with one another, for creating sacred community is arduous and even painful. But it is to loving community such as this that each is called. Be courageous and visionary, believing in the power of just a few vibrant witnesses to transform the world. Be assured that love will overcome the voices of fear, division, and deceit. (Doctrine and Covenants 161:3c)*

#### We promote communities of joy, hope, love, and peace.

Community: a place to belong.

Women, men, and children—all holding something in common.

A group working together toward a cherished purpose, and welcoming newcomers with joy.

Whether one labels it Zion, shalom, the peaceable kingdom, or God's kingdom on earth, it starts right here, right now. This is the divine call to enflesh the gospel in community living, through which the physical and spiritual needs of people are to be met, and through which harmony, security, and peace can be realized. Together with God, we participate in building a world of peace, reconciliation, and healing of the spirit—an active, redemptive peace for all.

**Purpose:** The restoring people's relationships with God, others, themselves, and creation *(Adapted from Doctrine and Covenants 163:2b)*

*Generously share the invitation, ministries, and sacraments through which people can encounter the Living Christ who heals and reconciles through redemptive relationships in sacred community. The restoring of persons to healthy or righteous relationships with God, others, themselves, and the earth is at the heart of the purpose of your journey as a people of faith. (Doctrine and Covenants 163:2b)*

*"Teacher, which commandment in the law is the greatest?" He said to him, "'You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.' This is the greatest and first commandment. And a second is like it: 'You shall love your neighbor as yourself.' On these two commandments hang all the law and the prophets." (Matthew 22:36-40 NRSV)*

**Mission Made Real**

Christ’s mission is our mission. From this point forward, all ministries, personnel, and resources of the World Church will be focused on the whole mission of Jesus Christ through five, life-changing, church-changing, and world-changing mission initiatives.

1. Invite People to Christ - *Christ’s mission of evangelism*
2. Abolish Poverty, End Suffering - *Christ’s mission of compassion*
3. Pursue Peace on Earth - *Christ’s mission of justice and peace*
4. Develop Disciples to Serve - *Equip individuals for Christ’s mission*
5. *Experience Congregations in Mission - Equip congregations for Christ’s mission*

**Mission and Purpose lived out**

Congregations and Mission Centers are called to offer

(Adapted from We Offer - *From Community of Christ Webpage)*

… a community of people where the gospel of Jesus Christ is the focus of worship, learning, caring, and mission.

… an opportunity for genuine spiritual growth and relationship with the Holy Spirit.

… a community where deep friendships are established, individual ideas are valued, and special needs find security, care, and support.

… a faith community that encourages the ministry of all people.

… a community that values the larger global community and all cultures and celebrates the rich diversity of human life.

… meaningful opportunities to serve Jesus Christ by helping others and promoting peace.



**God’s Vision Made Real in Christ**

In Luke 4:18–19, in response to the Spirit’s guidance, Jesus proclaims his mission when he reads from the Isaiah scroll:

*The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord’s favor.*

Jesus is anointed for a divine mission:

**Evangelism**—sent to proclaim good news and invite others to join him in mission

**Compassionate ministries**—reaching the brokenhearted, the suffering, and those who need hope and Christ’s peace

**Justice and peacemaking**—release those held captive by unjust systems and the circumstances of life that devalue the worth of any person

The kingdom was present in Jesus’ ministry and his disciples’ actions as described in Acts. Those first Christians continued Christ’s mission by proclaiming the Living Christ, inviting all people into fellowship, valuing the worth of each person, generously and compassionately meeting their needs, and pursuing justice and peace for everyone.

Our call is to reclaim the same vision and passion for the full mission of Jesus Christ today! It’s time for us to be a prophetic people characterized by uncommon devotion to the compassion and peace of God revealed in Jesus Christ.

*Beloved children of the Restoration, your continuing faith adventure with God has been divinely led, eventful, challenging, and sometimes surprising to you. By the grace of God, you are poised to fulfill God’s ultimate vision for the church*. —[Doctrine & Covenants 164:9a](http://www.cofchrist.org/d&c164/)

**Mission Made Real**

Christ’s mission is our mission. From this point forward, all ministries, personnel, and resources of the World Church will be focused on the whole mission of Jesus Christ through five**,** life-changing, church-changing, and world-changing mission initiatives**.**

|  |  |
| --- | --- |
| cross**Invite People to Christ** *Christ’s mission of evangelism*  heart**Abolish Poverty, End Suffering** *Christ’s mission of compassion*  dove**Pursue Peace on Earth** *Christ’s mission of justice and peace* | temple**Develop Disciples to Serve** *Equip individuals for Christ’s mission*  swirl**Experience Congregations in Mission** *Equip congregations for Christ’s mission* |

|  |  |
| --- | --- |
| **Invite People to Christ**  crossWe are poised to share the peace of Jesus Christ with those who are waiting to hear the redeeming words of the gospel. | baptism |
| **We fulfill God’s ultimate vision as we…**   * Baptize/Confirm Many New Members * Open New Congregations * Launch the Church in New Nations |
| **Abolish Poverty, End Suffering**  heartWe are poised to be Christ’s hands and feet, reaching out through compassionate ministries that serve the poor and hungry and stop conditions that diminish the worth of persons. | small girl washing dishes |
| **We fulfill God’s ultimate vision as we…**   * Help Those Who Hurt * Feed the Hungry * Support Compassionate Ministries * Respond in Times of Crisis |
| **Pursue Peace on Earth**  doveWe are poised to restore Christ’s covenant of peace, even the Zion of our hopes. The hope of Zion will become reality when we live Christ’s peace and generously share his peace with others. | girl |
| **We fulfill God’s ultimate vision as we…**   * Establish the Temple as a Center to Promote Peacemaking throughout the World * Engage Children in Peacemaking around the World * Seek Justice, Create Peacemakers around the World * Unite with Others to Make Peace around the World |
| temple**Develop Disciples to Serve**  We are poised toequip men, women, and children to be true and living expressions of the life, ministry, and continuing presence of Christ in the world. | serving food |
| **We fulfill God’s ultimate vision as we…**   * Help All Ages Deepen Their Discipleship * Empower Priesthood for Mission * Grow Pastors and Leaders for Mission * Train and Send Ministers for Mission throughout the World |
| **Experience Congregations in Mission**  swirlWe are poised to become congregations that are the true and living expressions of Jesus Christ, woven together by the Spirit, and sent into the world as evangelistic witnesses, compassionate ministers, and justice and peacemakers. | cedar rapids kids load truck |
| **We fulfill God’s ultimate vision as we…**   * Nurture Congregations of Christ’s Love and Peace * Experience God’s Presence through Worship * Become a People of Peace, Reconciliation, and Healing of the Spirit |

**Christ’s Mission—Our Mission—YOUR Mission**

In response to God’s Spirit we are moving from being a church defined to a great extent by organizational needs to being a church driven by Spirit-led mission. You are invited to put your heart and soul into mission: the divine mission of evangelism, compassionate ministries, and justice and peacemaking for which Jesus Christ lived and gave his life!

**Enduring Principles**

***The Foundation: God, Christ, Holy Spirit***

God’s revelation in Jesus Christ and continuing presence through the Holy Spirit, as proclaimed by scripture, is the foundation of our faith, identity, mission, message, and beliefs.

In faithful response to our heritage and continuing experience with God, Christ, and the Holy Spirit, we endeavor to uphold the following enduring principles (values, concepts, themes) as essential components of church identity and mission.

Enduring principles define the essence, heart, or soul of church identity, mission, and message. They describe the personality of the church as expressed through its participants, congregations, and affiliate organizations throughout the world.

Some call enduring principles “core values.” Others call them “foundational concepts.” Use whatever terms make the most sense in the setting where you are writing, sharing, teaching, or preaching. For general official purposes, the World Church will use the term “Enduring Principles.”

***Enduring Principles***

* Grace and Generosity
* Sacredness of Creation
* Continuing Revelation
* Worth of All Persons
* All Are Called
* Responsible Choices
* Pursuit of Peace (Shalom)
* Unity in Diversity
* Blessings of Community

Each principle follows with statements that help explain its meaning. Each set of statements ends with “we” statements that emphasize calling and desired response. The statements following each principle are not meant to be limiting or comprehensive. They are provided as helps. Use phrases, illustrations, stories, testimonies, scripture passages, and additional points to provide clarity and understanding for those with whom you are sharing.

***Grace and Generosity***

* God’s grace, especially as revealed in Jesus Christ, is generous and unconditional.
* Having received God’s generous grace, we respond generously and graciously receive the generosity of others.
* We offer all we are and have to God’s purposes as revealed in Jesus Christ.
* We generously share our witness, resources, ministries, and sacraments according to our true capacity.

***Sacredness of Creation***

* In the beginning, God created and called it all good.
* Spirit and material, seen and unseen, are related.
* Creation’s power to create or destroy reminds us of our vulnerability in this life.
* God is still creating to fulfill divine purpose.
* We join with God as stewards of care and hope for all creation.

***Continuing Revelation***

* Scripture is an inspired and indispensable witness of human response to God’s revelation of divine nature.
* God graciously reveals divine will today as in the past.
* The Holy Spirit inspires and provides witness to divine truth.
* In humility, individually and in community, we prayerfully listen to understand God’s will for our lives, the church, and creation more completely.

***Worth of All Persons***

* God views all people as having inestimable and equal worth.
* God wants all people to experience wholeness of body, mind, spirit, and relationships.
* We seek to uphold and restore the worth of all people individually and in community, challenging unjust systems that diminish human worth.
* We join with Jesus Christ in bringing good news to the poor, sick, captive, and oppressed.

***All Are Called***

* God graciously gives people gifts and opportunities to do good and to share in God’s purposes.
* Jesus Christ invites people to follow him by becoming disciples who share his life and ministry.
* Some disciples are called and ordained to particular priesthood responsibilities and ministries for the sake of the community, the congregation, and the world.
* We respond faithfully, with the help of the Holy Spirit, to our best understanding of God’s call.

***Responsible Choices***

* God gives humans the ability to make choices about whom or what they will serve. Some people experience conditions that diminish their ability to make choices.
* Human choices contribute to good or evil in our lives and in the world.
* Many aspects of creation need redemption because of irresponsible and sinful human choices.
* We are called to make responsible choices within the circumstances of our lives that contribute to the purposes of God.

***Pursuit of Peace (Shalom)***

* God wants shalom (justice, reconciliation, well-being, wholeness, and peace) for all of creation.
* Jesus Christ, the embodiment of God’s shalom (peace), reveals the meaning of God’s peace in all aspects of life.
* The vision of Zion is to promote God’s reign on earth, as proclaimed by Jesus Christ, through the leavening influence of just and peaceful communities.
* We courageously and generously share the peace of Jesus Christ with others.
* Led by the Holy Spirit, we work with God and others to restore peace (shalom) to creation.
* We celebrate God’s peace wherever it appears or is being pursued by people of good will.

***Unity in Diversity***

* The Community of Christ is a diverse, international family of disciples, seekers, and congregations.
* Local and worldwide ministries are interdependent and important to the church’s mission.
* The church embraces diversity and unity through the power of the Holy Spirit.
* We seek agreement or common consent in important matters. If we cannot achieve agreement, we commit to ongoing dialogue and lovingly uphold our common faith in Jesus Christ and the mission of the church.
* We confess that our lack of agreement on certain matters is hurtful to some of God’s beloved children and creation.

***Blessings of Community***

* The gospel of Jesus Christ is expressed best in community life where people become vulnerable to God’s grace and each other.
* True community includes compassion for and solidarity with the poor, marginalized, and oppressed.
* True community upholds the worth of persons while providing a healthy alternative to self-centeredness, isolation, and conformity.
* Sacred community provides nurture and growth opportunities for all people, especially those who cannot fully care for themselves.
* We value our connections and share a strong sense of trust in and belonging with one another—even if we never have met.
* Some disciples are called and ordained to particular priesthood responsibilities and ministries for the sake of the community, the congregation, and the world.
* We are called to create communities of Christ’s peace in our families and congregations and across villages, tribes, nations, and throughout creation.

**Enduring Principles and** [**Basic Beliefs**](http://www.cofchrist.org/ourfaith/faith-beliefs.asp)

What is the relationship between enduring principles and basic beliefs?

* When people try to understand the church’s identity, mission, and message, they bring different ways of perceiving reality, which leads to different questions.

What is the church like?

* Enduring principles are the underlying truths and affirmations that shape the personality of the church. Enduring principles guide how we live in our communities, families, workplaces, congregations, and cultures. They describe how we experience and share the gospel and the church with others.

What does the church believe?

* Basic beliefs are the more comprehensive, rational explanations of what the church holds to be true, arranged in categories that are part of the broader Christian tradition. Basic beliefs represent a deepening level of inquiry about the gospel and the church.

We need both ways of expressing the identity, mission, and message of the church, along with the others described in this document, to ensure that people can explore and experience the gospel in ways that are the most informing and transforming for them.

**Basic Beliefs**

We are an international Christian church with 250,000 members found in more than fifty nations. Our International Headquarters, including a Temple dedicated to the pursuit of peace, is located in Independence, Missouri. The church was organized in 1830 in New York State.

***Our Mission***

We proclaim Jesus Christ and promote communities of joy, hope, love, and peace.

***We Offer . . .***

* a community of people where the gospel of Jesus Christ is the focus of worship, learning, caring, and mission.
* an opportunity for genuine spiritual growth and relationship with the Holy Spirit.
* local congregations where deep friendships are established, individual ideas are valued, and where those special needs find security, care, and support.
* a faith community that encourages the ministry of all people, including children and youth.
* a global community with a worldwide mission that values all cultures and celebrates the rich diversity of human life.
* meaningful opportunities to serve Jesus Christ by helping others and promoting peace.

***Our Faith and Beliefs***

**Preface -** The Good News of Jesus Christ is at the center of the faith and beliefs of Community of Christ. We are a worldwide community and are committed to follow Jesus, bring forth the kingdom of God, and seek together the revealing, renewing presence of the Holy Spirit. We offer here our basic beliefs, not as the last word, but as an open invitation to all to embark on the adventure of discipleship. As we seek God’s continuing guidance, we encourage all people to study the scriptures and think about their experiences as they engage in the life of the church.

**God -** We believe in one living God who meets us in the testimony of Israel, is revealed in Jesus Christ, and moves through all creation as the Holy Spirit. We affirm the Trinity—God who is a community of three persons. All things that exist owe their being to God: mystery beyond understanding and love beyond imagination. This God alone is worthy of our worship.

**Jesus Christ -** We believe in Jesus Christ, the Son of the living God, the Word made flesh, the Savior of the world, fully human and fully divine. Through Jesus’ life and ministry, death and resurrection, God reconciles the world and breaks down the walls that divide. Christ is our peace.

For more, see *We Proclaim Jesus Christ* at [*www.CofChrist.org/OurFaith/christology.asp*](http://www.CofChrist.org/OurFaith/christology.asp)*.*

**The Holy Spirit -** We believe in the Holy Spirit, Giver of Life, holy Wisdom, true God. The Spirit moves through and sustains creation; endows the church for mission; frees the world from sin, injustice, and death; and transforms disciples. Wherever we find love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, or self-control, there the Holy Spirit is working.

**Creation -** As an expression of Divine love, God created the heavens and the earth and all that is in them, and called them “good.” Everything belongs to God and should be cherished and used justly according to divine purposes. God sees creation as a whole without separation of spirit and element. God calls people of every generation to join with God as stewards in the loving care of creation.

**Humanity -** Every human being is created in the image of God. In Jesus Christ, God took on the limits of human flesh and culture, and is known through them. We therefore affirm without exception the worth of every human being. We also affirm that God has blessed humankind with the gift of agency: the ability to choose whom or what we will serve within the circumstances of our lives.

**Sin -** God created us to be agents of love and goodness. Yet we misuse our agency individually and collectively. We take the gifts of creation and of self and turn them against God’s purposes with tragic results. Sin is the universal condition of separation and alienation from God and one another. We need divine grace that alone reconciles us with God and one another.

**Salvation -** The gospel is the good news of salvation through Jesus Christ: forgiveness of sin, and healing from separation, brokenness, and the power of violence and death. This healing is for individuals, human societies, and all of creation. This new life is the loving gift of God’s grace that becomes ours through faith and repentance. Baptism is how we initially express our commitment to lifelong discipleship. As we yield our lives to Christ in baptism we enter Christian community (the body of Christ) and have the promise of salvation. We experience salvation through Jesus Christ, but affirm that God’s grace has no bounds, and God’s love is greater than we can know.

**The Church -** God intends Christian faith to be lived in companionship with Jesus Christ and with other disciples in service to the world. The church of Jesus Christ is made of all those who respond to Jesus’ call. Community of Christ is part of the whole body of Christ. We are called to be a prophetic people, proclaiming the peace of Jesus Christ and creating communities where all will be welcomed and brought into renewed relationship with God, and where there will be no poor.

**Revelation -** We affirm the Living God is ever self-revealing. God is revealed to the world in the testimony of Israel, and above all in Jesus Christ. By the Holy Spirit we continue to hear God speaking today. The church is called to listen together for what the Spirit is saying and then faithfully respond.

**Scripture -** Scripture is writing inspired by God’s Spirit and accepted by the church as the normative expression of its identity, message, and mission. We affirm the Bible as the foundational scripture for the church. In addition, Community of Christ uses the Book of Mormon and the Doctrine and Covenants—not to replace the witness of the Bible or improve on it, but because they confirm its message that Jesus Christ is the Living Word of God. When responsibly interpreted and faithfully applied, scripture provides divine guidance and inspired insight for our discipleship.

For more, see *Scripture in the Community of Christ* at [*www.CofChrist.org/OurFaith/scripture.asp*](http://www.CofChrist.org/OurFaith/scripture.asp)*.*

**Sacraments -** Sacraments are special ministries given to the church to convey the grace of Jesus Christ to his followers and all those he yearns to touch with his compassion. Sacraments are baptism, confirmation, the Lord’s Supper, marriage, blessing of children, laying on of hands for the sick, ordination to the priesthood, and the evangelist’s blessing. In these ministries, God sanctifies common elements of creation to bless human life and to renew and form the church to seek the peaceful kingdom of God.

For more, see *The Sacraments* at [*www.CofChrist.org/sacraments/*](http://www.CofChrist.org/sacraments/)*.*

**Discipleship -** Being a Christian is more than holding a list of right ideas; it is about radical obedience to Jesus in every part of life. God’s boundless love sets us free for lives of responsible stewardship in which we generously offer our lives in service to God’s reign. Discipleship is both an inward and outward journey. Jesus calls us to follow him and to invite others to experience the transforming power of his grace

**Ministry -** Ministry is humble service offered according to the model of Jesus, who calls every disciple to share in ministry for the world. Some disciples are called by God and ordained to priesthood offices to serve the mission of the church in specialized ways. The Holy Spirit gives complementary gifts and abilities to all disciples to equip the body of Christ for its witness in the world.

**The Reign of God -** The Reign of God is the coming triumph of love, justice, mercy and peace that one day will embrace all of creation. Jesus’ life and ministry were the living expression of this promise. He taught his disciples to pray for the kingdom’s full coming and sent them out into the world to be living emblems of that new creation. “Zion” expresses our commitment to herald God's peaceable kingdom on earth by forming Christ-centered communities in families, congregations, neighborhoods, cities, and throughout the world.

**Peace -** Peace is God’s shalom: justice, righteousness, wholeness, and the well-being of the entire creation. Jesus, the Prince of Peace, came to preach the kingdom and to be our peace through the cross. The Holy Spirit empowers us for the costly pursuit of peace and justice for all people.

**Resurrection and Eternal Life -** Christ is risen! Thus, we believe that God is God of life, not of death. By faith we share in eternal life even now. In Christ, God’s love finally will overcome all that demeans and degrades the creation, even death itself. Easter also gives us hope that the tragic suffering and death of victims, throughout history, is not the last word. We believe the Holy Spirit will transform all creation to share in the glory of God.

**Judgment -** The living God whom we serve is a God of justice and mercy. God cares about how we treat our neighbors and enemies and how we make use of creation’s gifts. It matters supremely to God how we welcome the poor, the stranger, the sick, the imprisoned, and the rejected. We affirm in Scripture’s light that Jesus Christ is advocate and judge of the living and the dead.

**End Time -** We press forward together in service to God, knowing that our labor is not in vain. The future of the creation belongs to the Prince of Peace, not to those who oppress, dominate, or destroy. As we anticipate that future, we devote ourselves to seek Christ’s peace and pursue it. We do not know the day or hour of Christ’s coming but know only that God is faithful. With faith in God, Christ, and the Holy Spirit, we face the future in hopeful longing, and with the prayer that Jesus taught us to pray: “Thy kingdom come! Thy will be done, on earth as it is in heaven.”

Reflections on Community of Christ Values

**“The Centrality of Jesus Christ”**

* Jesus' life, ministry, and teachings; his death, resurrection, and living presence are the foundation of our movement. Our scriptures and worship point to him; the kingdom he preached energizes our desire for transformation in the world.
  + - *Yet for us there is one God, the Father, from whom are all things and for whom we exist, and one Lord Jesus Christ, through whom are all things and through whom we exist. I Corinthians 8:6*

**"Connected in Fellowship"**

* This describes the sense of belonging to one another we experience as a people. It is evident in the kinship we feel with church members we have never met. We recognize that we are a worldwide community knit together by the Holy Spirit.
  + - *We declare to you what we have seen and heard so that you also may have fellowship with us; and truly our fellowship is with the Father and with his Son Jesus Christ. I John 1:3*

**“The Experience of the Prophetic Spirit”**

* The Holy Spirit's power inspired the prophets, anointed Jesus at his baptism, and empowered the church at Pentecost. The church affirms that the Spirit of God continues to call, challenge, change, and direct us today.
  + - *Do not quench the Spirit. Do not despise the words of prophets. I Thessalonians 5:19-20*

**“The Worth of Each Person”**

* Christ's death is for all people. This means that every person is loved by God, no exceptions! The church is called to affirm the worth of people, to be an inclusive fellowship, and to work for human wellbeing in every setting.
  + - *So, do not be afraid; you are of more value than many sparrows. Matthew 10:31*
    - *For God so loved the world that he gave his only Son, so that everyone who believes in him may not perish but may have eternal life. Indeed, God did not send the Son into the world to condemn the world, but in order that the world might be saved through him. John 3:16-17*
    - *Welcome one another, therefore, just as Christ has welcomed you, for the glory of God. Romans 15:7*

**“The Ministry of All Members”**

* We uphold that each member of the community has been called to share in the church's ministry. The Spirit blesses and empowers each one (no exceptions) with gifts that are needed to bring about God's purposes for the world.
  + - *For as in one body we have many members, and not all the members have the same function, so we, who are many, are one body in Christ, and individually we are members one of another. We have gifts that differ according to the grace given to us: prophecy, in proportion to faith; ministry, in ministering; the teacher, in teaching; the exhorter, in exhortation; the giver, in generosity; the leader, in diligence; the compassionate in cheerfulness .Romans 12:4-8*

**“The Consecration of Our Whole Life”**

* We yearn to offer the whole of our life to the cause of Christ. Experience and scripture testify that how we treat the world's people and resources, our gifts and talents, our strengths and weaknesses, our possessions and time, matters to God.
  + - *I appeal to you therefore, brothers and sisters, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Romans 12:1*

**“The Transforming Impulse”**

* In our church's experience, the Christian life is about working with God's Spirit to transform the world into God's kingdom on earth.
  + - *Religion that is pure and undefiled before God, the Father, is this: to care for orphans and widows in their distress, and to keep oneself unstained by the world. James 1:27*
    - *For the grace of God has appeared, bringing salvation to all, training us to renounce impiety and worldly passions, and in the present age to live lives that are self-controlled, upright, and godly, while we wait for the blessed hope and the manifestation of the glory of our great God and Savior, Jesus Christ. He it is who gave himself for us that he might redeem us from all iniquity and purify for himself a people of his own who are zealous for good deeds. Titus 2:11-14*

**“Expectation of New Things”**

* God continues to surprise us, leading us into new paths of service and revealing new truths about the world, ourselves, and God's work.
  + - *Do not remember the former things, or consider the things of old. I am about to do a new thing; now it springs forth, do you not perceive it? Isaiah 43:18-19*
      * I still have many things to say to you, but you cannot bear them now. When the Spirit of truth comes, he will guide you into all the truth; for he will not speak on his own, but will speak whatever he hears, and he will declare to you the things that are to come. John 16:12-1

# PLANNING

## GETTING STARTED

All event staff are asked to hold the gathering ministries vision in mind as they determine the purpose, theme and goals for their event. Events in the mission center have a main focus and that is to provide diverse and inclusive opportunities to experience, practice, and strengthen a relationship with God, as revealed through Jesus Christ and the Holy Spirit. And to look for ways to promote communities of Joy, Hope, Love, and Peace.

There are four gathering ministries goals that should be used as focus areas when planning activities for your event.

**Atmosphere:** Create safe environments where all are welcomed to come as they are, to be transformed in loving communities.

**Exploration:** Encourage exploration and discovery of one’s self, Gods’ creation in all its variety, and the love of God in ways that may not be possible in everyday life.

**Develop Discipleship:** Provide opportunities to educate, model, mentor, and develop Christian disciples of all ages.

**Relationship:** Build and strengthen our relationships with each other and with God; encouraging acceptance and unique expression.

We recognize that not every event will encompass all the goals but event activities should be driven by the gathering ministries vision and goals.

### THEME DEVELOPMENT

Event themes are typically based on a scripture, Community of Christ enduring principle, or topic worth exploring. A good theme has the following characteristics:

* A memorable word or short phrase that focuses the event.
* Narrow enough to provide a common thread through event activities.
* Broad enough to allow exploration and expansion through different activity types.

Consider using a broad underlying theme to express your event theme. For instance, say your event theme is love, your event could be ART based, meaning classes and activities could utilize the arts (music, drama, painting, drawing, sculpting, crafting) to teach and express the theme of love. Other broad underlying themes could be SPORTS, GAMING, SERVICE/OUTREACH, PEACEBUILDING, etc. This is a fun way to promote your event and provide a little more structure for your staff. If you choose to have an underlying theme you can bring in staff that have expertise in that theme area.

### GOAL SETTING

Goals should provide direction and reflect the purpose of the event. Clear, realistic goals can be very useful in helping staff plan their activities. Communicating the event theme and goals to staff well ahead of time contributes to a cohesive, successful event.

### PLANNING ACTIVITIES

Ensure activities are age appropriate and match the developmental capacities of participants. Activities follow the risk management guidelines set by Community of Christ and Headwaters Mission Center. Enough staff are available for appropriate supervision during activity. Supplies needed for the activity are within budgetary guidelines and are attainable. The activities are tied to the theme and goals of the event and support the vision of gathering ministries.

**Questions for Event Planners to Consider Regarding**

**Worth of All Persons**

* What biases do I have around someone’s color, race or ethnicity? How can I include experiences at the event that can honor different cultures?
* Are there participants at this event that hold different religious beliefs than Community of Christ? Am I being sensitive in the language I use to uphold a variety of beliefs.
* What assumptions do I have about which sex is creative, nurturing, athletic or leaders? Can I challenge these assumptions and use language and involve participants in a way that supports the worth and ability of all?
* When planning events for all ages it is important to consider the needs of all participants. Be sensitive to mobility issues, childcare needs, transportation needs, dietary restrictions, facility constraints and types of activities offered. Make sure to use facilities and venues that meet the needs of all participants including those with physical or mental disabilities. If possible, adjustment schedules and activities, as needed, to meet the needs of participants with disabilities. How can I plan activities so all can participate and feel included?
* How can I plan activities so that those with fewer financial resources feel included and can maintain their dignity?
* What biases do you have around someone who identifies as LGBTQ+? How can you help participants communicate in a way that nurtures acceptance and fosters caring relationships with others?

**Planning tools**

In the front of this binder is information specific to a gathering ministries event. The Director’s Event Planning Timeline is especially helpful in planning and executing tasks before, during and after an event. Information about the specific age group being served by this event is also provided.

### EVENT PROMOTION

There are many avenues of publicity of events in Headwaters Mission Center, all of which are important in order to get people interested in coming to your event, and in sharing the details about the event.

**Flyers**

The primary way to get information out is to create a flyer for your event and send it to a member of the Mission Center Presidency team to email out. Usually there is a at least a 2-wave process of sending out flyers.

Early on (3-4 months ahead), it is sent out to Congregational leaders, who will then post to bulletin boards in their congregation, share in congregational newsletters and possibly also forward to their members. This should include basic information such as event, date, director, location, costs, theme, how to register and registration deadlines.

As the event gets closer (6 weeks to 1 month), it can be sent out again to members and friends on the Mission center email list, in addition to congregational leaders. There is opportunity to update the flyer at this point with more detailed information about the event such as draft schedule, what to bring, more details of activities that you’ll do. The flyers should be saved in .pdf format.

**Website**

Initial information for the event, including director, date, and cost need to be sent to the Mission Center tech person by December 15 for the following year in order to get the information to CampDoc. By January 1, this basic information will be available on the Mission Center website and people will be able to register for your event at that point. If you have a January or February event, in order to get information and registration to CampDoc and then on the website in a timely manner, that information needs to get sent in by the end of October.

When you create your flyer 3-4 months ahead of your event (and any additional flyers you send out), send it to the Mission Center tech person as a Word doc (.doc file). Make sure to also send to the tech person any additional forms that participants need to download and fill out; such as campground permission forms. Those should be in .pdf format.

**Additional Publicity Tools**

Headwaters Mission Center has a Facebook page, and a Headwaters Youth and Young Adults Facebook page, which are additional avenues to share information with folks. Contact the administrators of those pages to get information about your event put on those pages. Questions? Please contact a member of the Mission Center Presidency team or the Gathering Ministries Coordinator.

Church Updates (www.churchupdates.org) is a subscription service the mission center uses to share information with its members. You may use this to share information about your up and coming event, as well as request volunteers, or other needs, such as transportation. You can post to this site yourself if you are signed up for Church Updates. Updates get sent out every Thursday to those who have registered for Church Updates. Questions? Contact the mission center tech person.

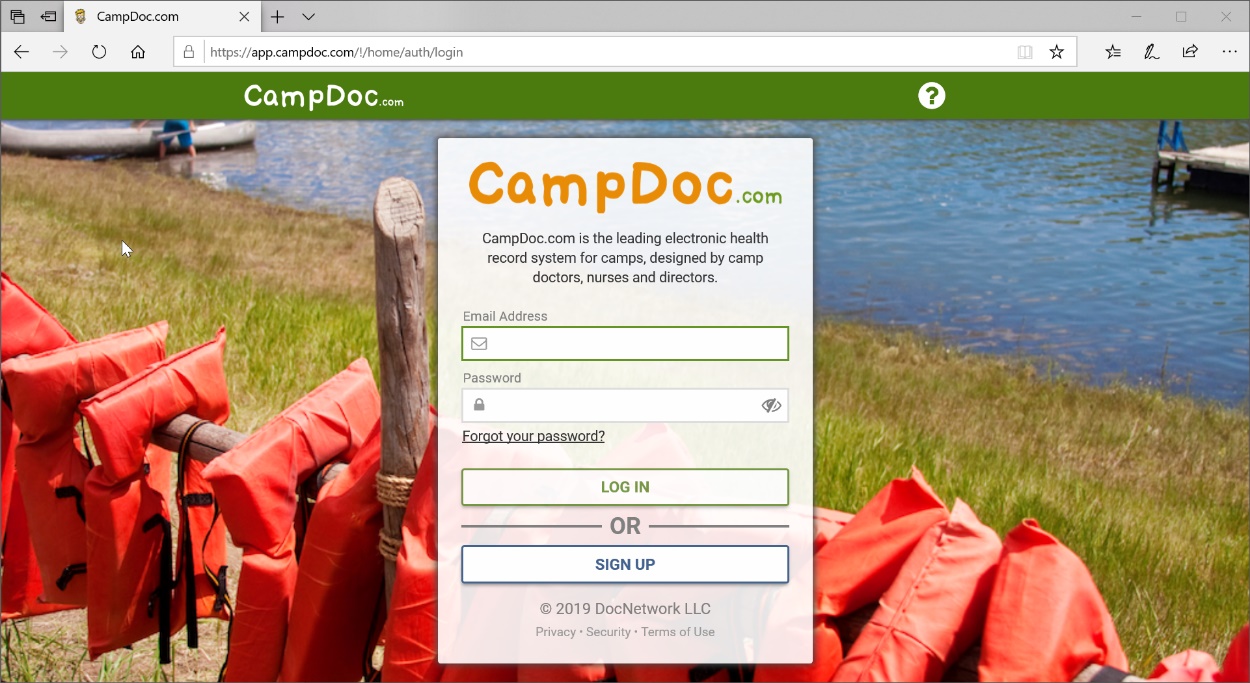
### REGISTRATION

**Login Information**

Currently we use CampDoc as our registration and health form management system. As a director you will have access to see who is registered for your event.

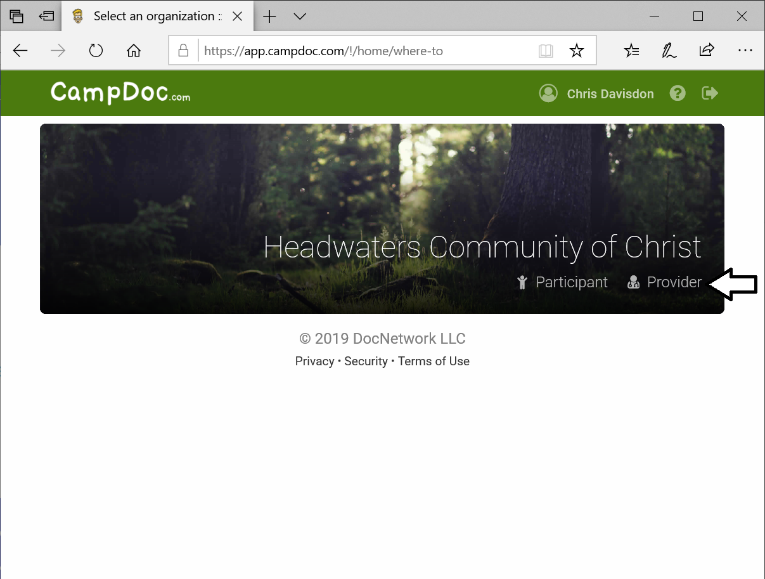
To get logged into CampDoc go to: [app.campdoc.com/register/headwaters](http://app.campdoc.com/register/headwaters) from there you will either log in using your previously created profile or you will need to create a new profile.

The login page looks like the following:



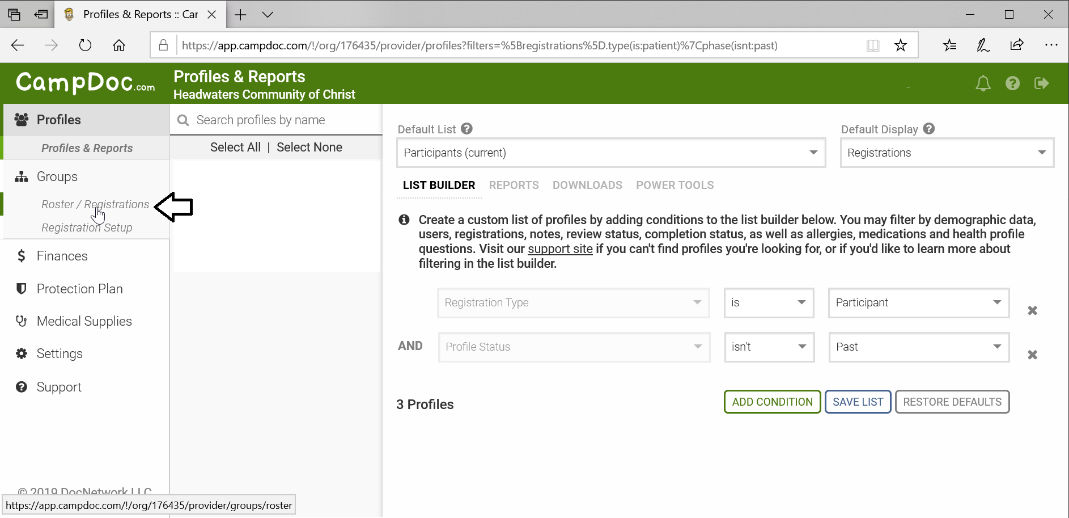
If you have created a profile it will have access to the provider information for your specific camp. If you have not created a profile, please let Matt Davisdon ([mdavisdon@headwatersmc.org](mailto:mdavisdon@headwatersmc.org)) know so that he can set you up as a provider.

Once logged in you should see the following screen. Choose from the lower right-hand corner the provider button.



**Event Registration information**

One the next screen, choose the “Roster / Registrations” field under the groups heading.

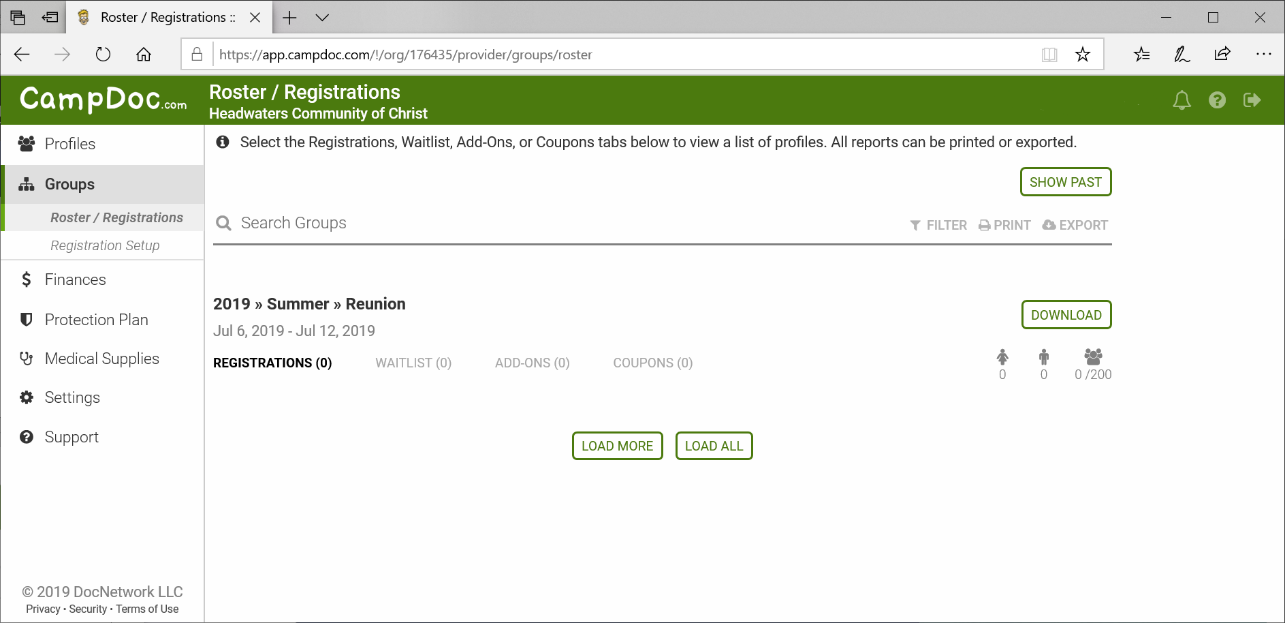


**Director related Information**

On the roster page you will see information specific to the camp that you are directing. The sample below is for reunion. On this page you will find information regarding who has signed up for that event and basic demographic data.

You will also be able to download the list into a spreadsheet format.

The list will update in real time so check back when it is closer to the event to see changes.



**Health Staff information**

The health staff will have access to all of the health form information for the participants for the camps that they have been assigned as health staff. To ensure smooth adoption please let Matt Davisdon ([mdavisdon@headwatersmc.org](mailto:mdavisdon@headwatersmc.org)) know who will be on your staff as a health provider and he will add them as providers in the system. They will also need a profile and login information.

**Code of Conduct Covenant**

Have all participants sign a code of conduct covenant. For minors, parents also will need to sign. This helps participants and parents understand what is expected at gathering ministry events. The code of conduct covenant can be found in the forms section and on the Mission Center website.

## STAFF

**Camper/Staff Ratio for Overnight and Day Camps**

|  |  |  |  |
| --- | --- | --- | --- |
| Age of Campers | # of additional Staff needed | For # of additional Campers at an overnight camp | For # of additional Campers at a  day camp |
| 4 -5 | 1 | 5 | 6 |
| 6-8 | 1 | 6 | 8 |
| 9-14 | 1 | 8 | 10 |
| 15-18 | 1 | 10 | 12 |

All events involving youth must have a minimum of 2 staff at the event. When the number of campers increase, you may also need to increase the number of staff. The following table shows how many more staff are needed for the number of additional youth attending.

*(Adapted from the 2017 standards of the American Camping Association)*

Failure to ensure proper camp/staff ratio at an event could result in liability to both the director and the church.

**Event Staff Minimum-Age Policy**

**Director – Directors must be over the age of 24 and must be a registered youth worker. The should have had participated in previous Community of Christ events and are familiar with Community of Christ beliefs and policies.**

**Early junior and junior camp**—CITs (counselors in training) may be used but must be at least 15 years old and be a youth worker assistant prior to the beginning of the camp. All camp staff must be youth worker assistants (ages 15–20) or registered youth workers (21 and older).

**Junior high camp**—CITs may be used but must be at least two years older than the oldest camper; All camp staff must be youth worker assistants (ages 15–20) or registered youth workers (21 and older).

**Senior high camp**— Camp counselors (defined as those who sleep in cabins and are part of the ministry team of the camp) must be over 21 years old at Senior High camp. Other Camp Staff should be at least 21 years old and must be registered youth workers prior to the beginning of camp. Appeals to the latter Senior High camp staff age rule should be addressed to the Field Apostolic Assistant for the Mission Center and Legal Services' [Child Protection Coordinator](mailto:legalservices@cofchrist.org).

**Graceland reps**—Graceland reps may attend senior high camps. In order to serve as camp staff, they must be at least 21yrs old and a Registered Youth Worker prior to the start of camp.

### EVENT STAFF ROLES

**Everyone In A Staff Position**

Each event is comprised of staff members and participants. Each staff member has a big impact on creating a Christ-like community and contributing to the success of the event. It is desired that the staff have the following mindsets and qualities:

* Values the worth of each participant and staff member
* Is aware of unfolding needs as they occur and Is flexible and able to respond appropriately.
* Follows safety and risk management policies of Community of Christ and Headwaters mission center.
* Follows all Headwaters mission center policies for gathering ministries events.
* Possesses emotional and spiritual maturity appropriate for a given role.
* Willing and able to communicate and work with other staff members as a team.
* Is sensitive and committed to supporting the physical, social, psychological, emotional and spiritual needs of participants.
* Has skills in planning, coordinating and implementing activities for their given role.
* Is a living example of their faith?
* Is aware of the gathering ministries vision/goals and their event theme/goals in directing their planning of activities.
* Communicates any concerns they have regarding participant’s safety and well-being with the director.

**Director**

* Works with staff to create a theme and goals for event.
* Ensures that each program and activity is in line with the events overall theme and goals.
* Has good leadership skills including decision-making abilities, staff team building, delegating, administration, planning, communication, flexibility, goal setting, and conflict resolution.
* Prepares budget, sets registration fees in conjunction with mission center leadership
* Contacts guest minister(s) to clarify role, responsibilities, special needs, travel arrangements, expenses, accommodations, etc.
* Coordinates the schedule of the event
* Recruits Staff (Remember, all adults working with children must be Registered Youth Workers)
* As administrator of the event, the director is accountable to the Headwaters Mission Center, and to Community of Christ International Headquarters.The director must understand and support all policies and procedures. The director is responsible for adherence to policies and procedures set by the facility, Headwaters Mission Center, or the Community of Christ and is responsible for communicating them to staff and participants as appropriate. Legal consequences may be the result of any negligence or failure to follow policies and procedures. This includes the need to ensure proper licenses for copyrighted material used at events such as music or films.
* Gathers feedback to evaluate if event goals were met.

**Business Manager**

* Works closely with and under the direction of the event director.
* Is responsible for the keeping of accurate financial records, paying bills, purchasing, and receiving funds.
* Works with the director to prepare an event budget prior to the event. Afterwards, they are responsible to see that the financial records are completed and submitted to event director (no later than one month after the event).
* Is responsible for collecting event registration forms and event fees from all participants.

**Medical Staff**

Events must be staffed with proper medical personnel. Under current *Community of Christ* standards (as of 06/10/2008) the order of preference for medical staff is:

1. medical doctor (responsible to supply their own insurance)
2. nurse practitioner, registered nurse (RN)
3. licensed practical nurse (LPN)
4. paramedic, emergency medical technician (EMT)

* Reviews all health forms and provides a health screening of participants during the event check-in.
* Communicates with director any health-related concerns about participants.
* Assist the director in developing an emergency response plan should the nature of the incident exceed the capability of the medical staff on site.
* Have knowledge of and driving directions to the medical facility closest to the event location.
* If participants are under 18 and have brought medications to the event, the medical staff is responsible for proper storage and administration of these medications.
* Follows Headwaters Mission Center policy regarding the distribution and administration of over the counter medications.
* Provides first aid and medical care within their legal scope of practice.
* Maintains participant confidentiality following HIPPA laws.
* Ensures appropriate first aid supplies are available at event.
* Completes proper documentation of medication administration and medical care provided. Is responsible for submitting these records to the director at the end of the event.

**Food Service Coordinator**

* Works with the director to schedule meal and snack times.
* Reviews food allergy and diet restrictions noted on event registration forms and tries to meet participant dietary needs.
* Has an understanding and complies with state regulations around food handling and preparation standards.
* Should have knowledge of quality and quantity cooking.
* Provides nutritious food options for participants.
* Is responsible for ensuring all those who assist with preparing and serving food follow state regulations.

**Counselors and Assistant Counselors**

Counselors are adults (must be 21 years of age) who are assigned throughout the length of an event to live with a group of participants and supervise their daily program activities. They have a significant role in creating a safe and positive community.

* Creates a safe and inclusive environment ensuring all participants are treated with respect and care.
* Monitors participant attendance at event activities
* Monitors physical health including eating and drinking habits
* Supports the spiritual development of participants by creating an open environment where questions and ideas can be shared.
* Leads participants in cabin activities that might include devotions, chats, and KP or cleaning duties.

**Assistant Camp Counselors, Counselor in Training (CIT)** must be

* At least fifteen (15) years old.
* A minimum of two (2) years older than the participants they supervise
* Under the direct supervision of an adult Registered Youth Worker
* Registered as an Assistant Registered Youth Worker

**Teacher**

* Plans age-appropriate learning activities for participants that support the theme and goals of event.
* Creates a positive learning environment.
* Ensures availability of supplies needed for activities.

**Activity Coordinator**

These are staff that lead activities such as crafts, recreation, intergenerational, chats, etc.

* Plans age-appropriate activities for participants that support the theme and goals of event.
* Creates a positive learning and engaging environment.
* Ensures availability of supplies needed for activities.
* Provides a variety of activities that accommodate the physical abilities of all participants.

**Pastoral Care**

* Serves as a spiritual leader and offers pastoral care to participants and staff.
* Be highly visible at all activities bringing a spirit of love and care.
* Supports the spiritual exploration of participants.
* Builds supportive relationships.

**Worship Coordinator**

* Willing to organize and conduct age-appropriate worship and spiritual activities consistent with the beliefs and enduring principles of the Community of Christ and in harmony with the theme and goals of the event.
* Considers the spiritual needs of all participants including church members, non-church members, believers, non-believers and seekers when planning activities.

**Campfire Coordinator**

* Plans and leads campfires for events that are engaging, fun and worshipful.
* Ensures availability of supplies needed for campfire.
* Coordinates with staff and participants to involve a variety of people.

**Coach** (Spectacular)

* Promotes an attitude of competition that upholds the worth of all people on the team and the opponent’s team.
* Creates an environment where participants can explore and develop skills of a sport without necessarily being great at it.
* Encourages positive, supportive interactions between all participants.
* Plans involvement and rotation of participants in playing the game.
* Recognizes that playing sports and recreation is an opportunity for demonstrating and providing ministry.

### STAFF RECRUITMENT

Directors will work with the Gathering Ministries Team leader to get a list of potential staff for the event. Guidance from the previous event director is very valuable. All staff chosen for the event must be youth worker certified before the event starts.

### STAFF TRAINING & MENTORING

Ensure that all staff have reviewed the child safety guidelines before your event starts. This can be done in a face to face meeting or an online conference call. This training uses the staff training power point presentation created by the Gathering Ministries Team (GMT). Contact the GMT leader to obtain this presentation.

All staff should be aware of emergency response guidelines pertaining to the specific event location. For instance, what to do if there is a fire, inclement weather, medical emergency, etc.

There may be times when it is appropriate to set up a mentoring relationship between individuals for an event. All Counselor in Training (CIT)’s should have a mentor as well as those doing a role for the first time. Mentoring includes a “Mentor”, one who is teaching and supervising, and a “mentee”, one who is learning. A few weeks before an event begins mentors and mentees should be introduced to one another and communication between the two should be well established. Remember that the mentoring relationship is about trust and should be supportive in nature.

**Three Step Process to Mentoring**

1. PLANNING MEETING:  In this meeting, mentors help mentees plan a task or session by asking them to do the following: - State the goals of the task or session - Clarify the roles of those involved in the task or session - List the actions of those involved in the task or session - Itemize the challenges and opportunities associated with performing the task or session - Identify what successful completion of the task or session would look like.
2. OBSERVATION: The mentor observes the mentee and gathers information on how well the mentee’s plan worked. The mentor shares this information with the mentee during the reflective conversation.
3. REFLECTIVE CONVERSATION: In this part of the process, the mentor summarizes and gives feedback on the information gathered in Step 2, and the mentee responds to the mentor’s summary and feedback. Discussing the information should get mentees to reflect on what they learned from the task or session and on how to transfer these learnings to their next task or session.

Mentors and Mentees should meet daily during an event preferably before and after a task or session. **Role checklist (found in Forms) can be a useful tool in the mentoring process.**

## FACILITIES

### VENUE SELECTION

Venue selection needs to be done 9-12 months before your event. In choosing a venue for your event it is important to consider the type of facility that would support the activities you have planned for your event, the cost involved and the location. It is important to have a clear understanding of what is included in the fees charged (food, housing, room use, supplies, activities). Our mission center has a large geographic reach so keep travel times in mind when choosing a venue location. There are venue sites that have been used for several years for gathering ministries but other venues may be more appropriate for your specific event. Contact the Gathering Ministries Team leader for a listing of current facilities. All new venues need to be approved by the Gathering Ministries Team before any contracts are signed.

### CONTRACTS AND RENTAL AGREEMENTS

Once a venue has been chosen, request a contract from the venue to be sent to you, the Mission Center financial officer (MCFO)and the Mission Center presidency team (MCPT) for approval. Once approved, the MCFO will sign and send in the deposit for the venue. If there are any questions related to the contract, the Director should work with the MCFO and the MCPT. Rental agreements for vehicles and other items also need to be approved and signed by the MCFO and MCPT. In short, directors do not sign legal documents, only the MCFO does.

## FINANCES

### BUDGET

The Mission Center Financial Officer requires a basic budget before signing any contract for an event. This budget should reflect your budgeted income from the mission center. This is given to you on the coversheet of this binder. It can also be found online at [www.headwatersmc.org/official](http://www.headwatersmc.org/official) in the latest MC Conference brochure. This budget should also include your best guestimate of number of campers and staff. You will also need to have this number in order to have a venue contract signed. It is the Mission Center policy that staff at all gathering ministries events should not pay camp or retreat costs. Camper fees (Event cost) are pre-determined by the Gathering Ministries team in conjunction with the MC Council. Therefore, your budget should reflect income from the campers at the cost associated with your event.

Expenses should reflect the cost of the venue (per person rate times the total number of attendees), travel expenses if you have guest ministry, lifeguard cost if you have one, and any other anticipated costs.

A sample budget form is available in this binder, along with an expense form for staff to fill out (see forms). They are also available digitally for you on the Mission Center website to download, fill out and send in.

### REIMBURSEMENT

Reimbursement items include materials used and/or consumed during the event. Some events have a business manager but ultimately, the directors are responsible for collecting all receipts from staff at the end of the event. All receipts need to be signed off on and approved by the director before submitting them along with an expense report to the mission center financial officer (listed below). Expense vouchers can be found in the forms section or digitally on the Mission Center website. All receipts and expense reports are to be sent to the financial officer within 1 month of the completion of the event.

Delores Schiefelbein

8223 E. Creek Rd.

Janesville, Wi.

53546

(608) 290-0600

[thechief75@gmail.com](mailto:thechief75@gmail.com)

If staff do not wish to be reimbursed, directors will make note of that but still need to collect receipts in order to track their budget.

## EVENT EVALUATIONS

Sorry, this section is currently under construction.

# POLICIES and GUIDELINES

## CHILD PROTECTION

### PROTECTING OUR CHILDREN

**Reducing the Risk of Child Abuse: *Protecting Our Children***

Before the event begins, directors should verify that all persons planning to serve at the event are registered youth workers. This can be confirmed by calling the Risk Management Counselor or the Mission Center President/Financial Officer. This information is not considered confidential and may be shared with others in leadership capacities.

For the purpose of this policy, child abuse is defined as "bringing harm to a young person that occurs immediately or through accumulated effects over a period of time." There are four basic categories of abuse:

* **NEGLECT** occurs when harm is caused by withholding life's necessities. The ability to provide the necessities, but failing to do so, is the factor separating neglect from the effects of poverty.
* **EMOTIONAL ABUSE** occurs when young people are consistently told they are of no worth and never will be. Name-calling and threatening harm are forms of emotional abuse.
* **PHYSICAL ABUSE** is bodily injury of a person.
* **SEXUAL ABUSE** is any sexual activity between a young person and an adult, or between young people when there is an unequal distribution of power. This includes exposing a young person to sexual activity or pornography without their direct participation.

**The church has established a six-point strategy to reduce the risk of abuse.**

The following principles form the foundation for the church's policy for reducing the risk of abuse toward children and youth:

* **Education:** educate young people, parents, youth workers, ministers, employees, volunteers, jurisdictional officers, members, and friends about the risks of child abuse.
* **Selection:** use an established procedure (Protecting Our Children) in the selection of youth workers and ministers that will minimize the risk that those people will abuse children and youth.
* **Training:** provide training for youth workers that will sensitize them to the issues of abuse: preventing, detecting, responding, and reporting.
* **Protection Barriers:** establish and follow available procedures that will reduce the risk of child abuse.
* **Prompt Full Reporting:** encourage children and youth to report improper behavior directed toward them; to cooperate with local, state, and federal authorities and church officers when reporting child abuse detected while the child is under the supervision of a Community of Christ youth worker.
* **Swift Action**: respond quickly to allegations of child abuse: treat all allegations as serious; remove alleged offenders from contact with children and youth; and report the situation to proper authorities.

**The policy for all programs/Events of ministry with children and youth in the Community of Christ is as follows:**

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

**Strategies for Implementation -** The church will take a pro-active stance toward reducing child abuse through implementation of the previously described principles in the following ways:

**EDUCATION -** A component of mid-level judicatory training should consist of information and programs to assist congregations and other ministries in reducing the risk, responding to, and the reporting of child abuse. Educational programs on child abuse are generally available from local social service agencies.

It is important to heighten awareness in congregations and individuals about the problems of child abuse and to register individuals for children and youth ministry. Additional resources are available from Forefront Ministries at the Community of Christ international headquarters, Independence, Missouri.

**SELECTION -** The selection of adults to share in ministries with young people is critically important. The church is morally and legally duty-bound to have all potential children and youth workers go through an application and screening procedure before they begin sharing ministry. This includes those who become employed by the denomination and those who serve as volunteers.

An effective selection process includes these steps: (1) written application by the prospective youth worker, (2) checking references, (3) a personal interview with the prospective youth worker and a decision by the interviewer regarding the applicant's suitability for ministry, (4) a review of the application and support documents by the mid-level judicatory officer employed by the denomination and a decision by the officer regarding the applicant's suitability for ministry, (5) a review by the program administrator. This can be followed by additional steps necessary to clarify information on the application.

The guidelines contained in this section and the forms for the screening of youth workers are to be used at all jurisdictional levels.

**TRAINING -** Training for youth workers is also critical important. Congregations that find it difficult to offer training should involve their children and youth workers in mid-level judicatory training events. It is strongly recommended that youth workers also attend training through local or state social service agencies. The coordinator of the Child Protection Policy is available to provide training in the field. Please contact David Davis at [ddavis@CofChrist.org](mailto:ddavis@CofChrist.org) or 1-800-825-2806.

**International Child Protection -** Protecting children throughout the worldwide fellowship of the church and ensuring they have the basic human rights to which they are entitled is of primary concern to Community of Christ.

Cultural influences may affect *how* we process our child protection policy, but it is our ultimate aim to protect all children and young people in our care.

### PROMPT AND FULL REPORTING

Young people should be encouraged to report any improper behavior. Adults in the church are encouraged to teach children and youth in the church's ministries and programs the following:

* Young people need *to* ***recognize*** situations that place them at risk of abuse, how abusers operate, and that anyone can be an abuser.
* Young people need to know that if they ***resist,*** most abusers will leave them alone.
* Young people must be encouraged to ***report any*** attempted or actual abuse to their youth leader or pastor. They should be given the assurance that when they report attempted or actual molestations, they are helping protect themselves and other young people from further abuse. They should also be reassured they will not be blamed for what may have occurred.

**Specific resistance methods** are emphasized in the Child's Bill of Rights. This document, adopted by the General Assembly of the United Nations in 1989, outlines that when young people are confronted with a situation that they think is dangerous, they have the right to:

* Trust their own instincts or feelings
* Expect privacy
* Withhold information that could place them in danger
* Refuse gifts
* Say no to unwanted touching or affection
* Say no to inappropriate demands and requests from adults
* Be rude or unhelpful if the situation warrants
* Run, scream, make a scene
* Physically fight off unwanted advances
* Ask for help

**Swift Action** in dealing with suspected abuse is essential. Every administrative officer should be aware of the church policy on ministerial sexual misconduct contained in the current Church Administrator's Handbook.

**Youth workers who suspect abuse, or who receive abuse reports, are required to inform their administrative supervisor (pastor, event director, judicatory president/administrator) immediately.**

**Preparing for a Supervised Participation Plan**

Community of Christ welcomes all into the fellowship of the church. For some, however, guidance must be in place in order to attend a congregation. Those who will require a documented plan include:

* Registered sex offenders.
* Those awaiting trial for alleged sexual crimes against children.
* Those who confess to or are convicted of sexual crimes against children who are placed on probation or released from prison.
* There may be other offences for which modified Supervised Participation Plans would be required. Contact [Legal Services](mailto:legalservices@CofChrist.org) if you are in any doubt about the scope of this.

A supervised participation plan should be in place for life for those who confess to or are convicted of sex crimes against children and should be reviewed at regular intervals (recommendation is annual).

A template for the plan is available from [Legal Services](mailto:legalservices@CofChrist.org?subject=Template%20for%20supervised%20participation%20plan).

It is helpful if the congregation is consulted and in some situations the congregation may be involved in its formation. This will assure congregants that children will be safe at all times while allowing the perpetrator or alleged perpetrator to experience Christian worship.

If in doubt about the content of the plan or procedures, please do not hesitate to [contact Legal Services](mailto:legalservices@CofChrist.org).

**Special Circumstances Meetings**

If you are interested in submitting an application for someone who does not meet the criteria for registered youth worker status, they may be eligible for consideration at a Special Circumstances meeting.

The Special Circumstances team consists of:

* The Mission Center President
* General Counsel
* Representative of the First Presidency (usually the World Church Secretary)
* Apostle to the field
* Child Protection Policy coordinator (facilitator)

The Mission center president is responsible for gathering information for consideration by the team. For guidance on this and more information, please contact Legal Services at (816) 833-1000 extension 2220.

Know and abide by the requirements for your area. All states of the United States and all provinces and territories of Canada have laws requiring the reporting of suspected cases of child abuse.

For those individuals who receive a report of abuse, the responsibility for reporting that information is twofold:

* the incident must be reported to local and/or state/provincial authorities as specified by law; and,
* the incident must be reported to the church administrator (pastor, mid-level judicatory president' administrator).

Administrative supervisors of church programs and ministries are required to remove anyone suspected of abuse from any contact with young people. This person will not be eligible to participate in any program or ministry with children or youth present until completely exonerated of the accusations. (Adapted from *Protecting Our Children: Children and Youth Worker Screening Selection and Registration,* Forefront Ministries Office, *Community of Christ.* 2003.

### REGISTERED Child and YOUTH WORKER CERTIFICATION

The First Presidency expects that all priesthood in Community of Christ should seek registration as children and youth workers.

[*The Church Administrator’s Handbook*](http://www.CofChrist.org/OnlineResources/administrators/default.asp) (2005 edition) states:

‘‘Only registered youth workers will be used in church youth programs…To ensure quality, safe programs, it is appropriate to ask people to register even if they are not currently serving in ministry with children and youth. This allows for substitutes or replacements without jeopardizing the ongoing safety of a program [or children]. This would include those who are not directly responsible for ministry with children and youth, but who serve in close relationship, such as cooks at camps and **all priesthood**.” (emphasis added)

**Community of Christ Policy**

All field employees of the Community of Christ, including campground staff or employees of Mission Centers, are required to register as youth workers.

Registration as a youth worker requires submission of a completed application and attendance at the Child Protection Core training.  RCYW Application guidance notes and this form are available to download from the church’s website [www.cofchrist.org/legal/childprotection/](http://www.cofchrist.org/legal/childprotection/)    
Campground caretakers should be aware through their employment agreement of these requirements. The agreement, available through Legal Services, states:

‘Employees and any other person over the age of 15 years who lives on the Campground premises must be certified Registered Children and Youth Workers or Assistant Registered Children and Youth Workers with the Community of Christ.’

Remember

* Employees and spouses are required to register as children and youth workers.
* Minor children are the responsibility of their parents.
* Adult children of the employee living with the employee are required to register as children and youth workers.

Camp ground caretakers who have minor children living with them must ensure those children are advised of and comply with rules and regulations

**Registered Children and Youth Worker Assistant**

A Registered Children and Youth Worker Assistant is a subcategory of Registered Children and Youth Worker (RCYW). Anyone desiring to work with children or young people in the Community of Christ must apply and be approved as be a Registered Children and Youth Worker.

All priesthood must be Registered Children and Youth Workers or Assistants.  
  
Having applied and been approved, young people between 15-21 years old who want to work with children and youth in the Community of Christ are registered as Registered Youth Worker Assistants.

##### Registered Children and Youth Worker Assistants must:

* Always be in the presence of a Registered Children and Youth Worker. They should never be alone with a child or young person or have sole responsibility for children or young people
* Not be given responsibility for or left in sole supervision of a group of children or young people.
* Always have the guidance of a RCYW when planning or preparing activities.
* Not ever be on camp staff for Senior High camps without the permission of the IHQ Child Protection Coordinator and the Field Apostolic Assistant for the Mission Center. (See [camp staff age policy](http://www.cofchrist.org/legal/childprotection/campstaffage.asp))

Remember: Pairing Children and Youth Worker Assistants together does not comply with criteria.

**Registered Child and Youth Worker Application Form Guidance**

The registered youth worker/youth worker assistant application form is part of the process Community of Christ uses to scrutinize those who wish to work directly with children and young people. Anyone working with children/youth in church programs (youth leader, Sunday school teacher, camp counselor, etc.) *must* be a registered youth worker/youth worker assistant.

It is important to note that those applying are not registered until Legal Services at International Headquarters checks and authenticates the forms. The intent of the application is to help the church provide a safe and secure environment for young people and to help identify and use the gifts and skills of applicants.

Once the applicant completes the application, it should be given to the pastor. The pastor will contact the references listed and personally interview the applicant to determine whether the person is suitable to become a registered youth worker/youth worker assistant. In rare instances a camp director may complete the interviews. This *always should be done* with the pastor’s knowledge.

Once the pastor has completed the application form it must be sent to the mission center president/financial officer for review. If comfortable with the applicant becoming a registered youth worker/youth worker assistant, the president/financial officer will sign in the appropriate place.

That person then will send the forms to Legal Services for review and the registered youth worker status will be entered onto the Shelby profile.

If successful, those 15-20 years old will be registered as youth worker assistants; those 21 and older as youth workers.

If a period longer than six months elapses between application and receipt at IHQ, the forms must be resubmitted.

Mission center presidents should ensure *the applicant’s details are entered onto Shelby* before sending the application to legal services at Headquarters. In this way legal staff can add youth worker/youth worker assistant status when completed. Legal Services will try to contact the mission center with confirmation of registration as soon as possible.

Over the period of May–August it is common to receive 300–400 applications, so there may be some delay. If you require more urgent confirmation, please do not hesitate to e-mail or telephone. [*legalservices@CofChrist.org*](mailto:legalservices@CofChrist.org) or call IHQ at 816/833-1000, extension 2220.

In some church jurisdictions, police background checks are required. This is in addition to the Community of Christ registration process and is not a current policy. Please be sure to check local requirements.

Should there be any change of circumstances, please contact the above e-mail or number to discuss registration being revoked.

**Page 1–2 to be completed by applicant**

**Date of Application/Date of Birth/Age at Application:** As requested, digits please

**Full name/Address/Telephone:** as requested

**Criminal offense/Department of Social Services record/health constraints:** as requested. If the answer is “yes” to either of the first two questions, you should [*contact legal services immediately*](mailto:legalservices@CofChrist.org) ([legalservices@CofChrist.org](mailto:legalservices@CofChrist.org)) to discuss “special circumstances” or include additional information.

**Congregational Affiliation**: The applicant must fulfill the six-month rule. If not associated with a Community of Christ congregation for six months or more, the person must comply with the following criteria for references:

In addition to the two others, one of these following references must be provided:

* Pastor of the church the applicant attends
* Community of Christ member who has known the applicant longer than 12 months
* A leader of the community where they live who knows them. (e.g. high school principal, doctor, employer)

Some applications may be made by those who, despite being friends of the church for several years, have not attended a congregation for six months continuously. In this situation ‘contact’ with the church for a period of 5 years or more may be in rare situations acceptable. This decision will be at the discretion of the Child Protection Coordinator.

**If you are in doubt about this or any other criteria on the form, please contact Legal Services at (816) 833-1000, extension 2220.**

**Previous experience/gifts:** If the applicant has not had any experience with children/youth, the person must include references of members from the congregation the applicant attends who know them well.

**References:** Full address and contact details must be included in this section. No relatives, three references required.

**Applicant’s signature:** A parent’s signature must be completed for anyone younger than 18 at the time of application.

**Page 3 Record of Contact -** Please ensure these forms are accurate and complete. The information compiled here is crucial to decision making. Make sure you insert pertinent comments and all sections are complete

**Page 4 Statement of Personal Interviewer -** Please ensure all questions are asked of the applicant.

**Page 5 Statement of Church officer -** The top of page 5 should be completed by a person who has checked the form and can recommend the applicant. It may/may not be the person completing the interviews.

Please complete all sections. In the case of queries, the mission center president or mission center financial officer will be the first point of contact.

In addition to these guidance notes, a “Mission Center Checklist” is available online. This is a checklist that mission center officers should use prior to sending applications to Legal Services to ensure the application is completed correctly.  This checklist also would help as a starting point for someone new to know what things to look for on the application. The application is available on the church’s website ([*www.CofChrist.org/legal/*](http://www.CofChrist.org/legal/)). (See Youth Worker Certification Check List in Forms)

## LEGAL SERVICES

If an incident occurs where legal services are needed, contact the Mission Center Presidency first **before** calling Legal Services.

Legal Services provides assistance, resources, and legal advice to leaders in the field and at headquarters. The information contained is not intended to be specific legal advice, but is to provide general direction to be used in conjunction with advice from Legal Services and other appropriate areas. **Information is provided to give background on legal issues the church may be involved in, and is not intended to be, nor does it constitute the giving of legal advice. It is not a substitute for consulting with Legal Services.**

References to federal and state laws appearing in this manual relate to United States law, however, the policies and procedures discussed are applicable, to the extent permitted by local law, to church leaders in all parts of the world.

This document does not cover every topic. Please [let us know](mailto:lmccrosson@CofChrist.org?subject=Suggestion%20for%20additional%20web-based%20legal%20resource) if there are additional resources you would like to see added.

Legal Services contact information:

***During our regular office hours*** Monday through Friday 8:00AM to 5:00PM Central Time please call: 816-833-1000 ext. 2217 or 800-825-2806 ext. 2217

Legal Services

816-833-1000 Ext. 2220

816-509-2946 (After Hours Emergency Line)

[legalservices@cofchrist.org](mailto:legalservices@cofchrist.org)

<http://www.cofchrist.org/office-of-general-counsel>

***After*** ***office hours*** please call our emergency line: 816-509-2946, Fax 816/521.3099

## MEDICAL PERSONNEL REQUIREMENTS

All camps and reunions, excluding retreats, must have at least one of the following on duty at all times, in order of preference:

* Licensed Medical Doctor (who is willing to provide his or her own insurance)
* Physician's Assistant
* Nurse Practitioner
* Registered Nurse (RN)
* Licensed Practical Nurse (LPN), with first aid training
* Paramedic
* Emergency Medical Technician (EMT)

If one of these volunteer medical professionals cannot be recruited from within the Mission Center one may be hired, or one may be sought from a neighboring mission center.

#### All Licenses Must Be Current

Medical staff at events must be licensed in the state where the event is located and, in each state, where activities are to take place. Medical professional requirements differ among government jurisdictions. It is the responsibility of the campground boards and camp directors to understand and follow all local and state requirements.

It is best to tailor your medical professional to your activity. An outing with inherently dangerous activities, such as rappelling, would be best served by a professional with emergency medical training. A residential camp would be better served by one with nursing expertise.

**Policy and Procedures for Head Lice Treatment in the Camp Setting**

If head lice are found during screening of the participant, the following procedures are recommended:

* Immediately remove the participant from the event setting by sending the participant home. Bedding should be washed if provided by the event.
* Treatment should occur immediately at the individual’s home, and the individual should remain out of the event setting for at least 24 hours after treatment.
* Before re-admittance to the event, the participant must be nit free.
* To assure effectiveness of treatment, previously treated participants should be checked daily for any evidence of new infestations for 10 days after treatment.

Events will need to comply with local health department regulations concerning head lice. Please note that local regulations may supersede event policies. For complete diagnosis procedures and treatment option, contact your local health department.

## RISK MANAGEMENT

The Risk Management Service Support Team is charged with implementing the Community of Christ Risk Management Program and with making and implementing decisions that will minimize the adverse effects of accidental losses on the Community of Christ and our affiliates. The team is responsible for identifying and evaluating the ways in which the church is potentially affected by risk, and for devising and implementing techniques to better protect the church. These responsibilities include our insurance program as well as other methods to avoid or transfer risk.

There are links on the website, <http://www.cofchrist.org/risk/default.asp>, which will guide you to information concerning the church’s risk management program and to instructions and forms you will need when you are planning an activity or project or reporting a claim. When you contact them, please use the following information to contact the person that can best assist you.

**Risk Management Contact Information**

Rick Boyd

[rboyd@cofchrist.org](mailto:rboyd@cofchrist.org)

Risk Management

1-800-825-2806 – toll free

816-833-1000 ext. 3057

816-853-0012 (After Hours Emergency Line)

Fax 816-521-3099

[rboyd@CofChrist.org](mailto:rboyd@cofchrist.org)

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

## SAFETY

### WATER SAFETY

**Lifeguard Requirements**

1. The person designated as the waterfront coordinator must be at least 18 years old and hold a current lifeguard certification. Other lifeguards assisting the waterfront coordinator must be at least 16 years of age and hold a current lifeguard certification.
2. **The number of lifeguards at a water related activity is as follows: 1-25 campers in the water =2 lifeguards, 26-100 =3 lifeguards.**
3. All water-related activities must be guarded by enough certified lifeguards to ensure safety. There should be NO "unguarded areas" during water activities. A staff member who serves as lifeguard must be certified through one of the following:
   * American Red Cross Lifeguard Training or Advanced Lifesaving
   * YMCA Lifeguard
   * Lifeguard BSA
   * The National Lifeguard Service’s registered lifeguard certificate (Canada)
   * The Royal Life Saving Society’s Canada Bronze Medallion and aquatic instructor’s certificate
   * Water Safety Instruction (WSI) certification
   * Equivalent Certification
4. A current certification must be verified at the event with a copy of the certification document.
5. **Swimming pool and natural waterway activities**, even at public facilities, must be under the supervision of properly trained and certified water safety personnel.
6. **Lifeguards must be registered children and youth workers** or registered children and youth worker assistants.
7. **Lake Activities:** While rowing, boating, water skiing, windsurfing, canoeing, floating, sailing, or tubing on a lake, a certified lifeguard must be present and all participants must wear their PFDs at all times while in the boat or in the water and must maintain a visible link with the lifeguard.
8. **River Activities:** While rowing, boating, canoeing, floating, or tubing on a river, a certified lifeguard must be present with the group and all participants must wear their PFDs at all times while in the boat or in the water.

**Personal Flotation Devices (PFDs) must be worn** at all times while participating in rowing, boating, water skiing, windsurfing, canoeing, floating, or tubing activities. In addition, PFDs must be worn by all participants while in any boat less than 26 feet in length. All PFDs should be U.S. Coast Guard or Canadian Coast Guard approved proper size, type, and fit for each user. These must be Type I, II, or III PFDs designed to support the weight of each user.

**When participating in a water-related activity at another site or location:**

* The activity must be guarded, but the qualifications of the lifeguards provided will be determined by the operator of the venue.
* By traveling to their site, we lessen our potential liability because they are the host and have complete control over the physical properties, buildings, equipment, and supervision.
* To participate in one of these listed activities at their location, follow all rules established by the operator and follow these steps:

1. Contact the establishment and learn about their particular requirements concerning age, height, experience level, etc., and about their waiver and release policy. If waivers are required, plan to have them completed prior to the group visit, especially if minors are in attendance that require parental approval.
2. Observe the activity and the location, looking for environments or practices that would make this an unsafe activity for your group.
3. If there are none, and you decide to participate, also use our waiver and release form.
4. If you have any questions about higher-risk activities at another site, please contact us to discuss.

Boating and water-safety regulations differ among government jurisdictions. It is the responsibility of the campground boards and camp directors to understand and follow all local and state requirements.

### GUIDELINES FOR HIGHER-RISK ACTIVITIES

Guidelines are presented here for church-sponsored activities that are deemed higher-risk. The expectation is that leadership will assume the needed responsibility to understand and implement these guidelines with wisdom and effectiveness. It is important that youth as well as adults have fun if it is provided in the context of care and safety. These guidelines are divided into four sections:

**Activities Approved with Qualified Supervision**

These activities are to be supervised by responsible, focused adults. Attempts should be made to anticipate negative behavior and try to prevent its occurrence.

* Canoeing
* Cycling (must wear helmet)
* Low Ropes Courses
* Pool Slides ([specific requirements](http://www.cofchrist.org/risk-pool-slide-requirements))
* Rowing
* Slip and Slides
* Unenclosed Inflatable Obstacle Courses
* Water Trampolines

**Activities to Be Contracted with Professional Companies\***

To engage in the following activities, you must contract with a professional company that must provide a certificate of insurance evidencing general liability insurance covering their operations and provide on-site supervision. Their limits of liability coverage shall be at least $1,000,000 per occurrence and $2,000,000 in the aggregate. Their insurance coverage will name the COMMUNITY OF CHRIST as an [Additional Insured](http://www.cofchrist.org/common/cms/resources/Documents/Risk/Professional-Sample-Cert.pdf) (sample).

*NOTE: When participating in a higher-risk activity that would normally require a contract with a professional company at their site or location, we will not require a certificate of insurance from the establishment.  By traveling to their site, we lessen our potential liability because they are the host and have complete control over the physical properties, buildings, equipment, and supervision.*

To participate in one of these listed activities at their location, follow these steps:

* Contact the establishment and learn about their particular requirements concerning age, height, experience level, etc., and about their waiver and release policy.  If waivers are required, make arrangements to have them completed prior to the group visit, especially if minors are in attendance that require parental approval.
* Observe the activity and the location, looking for environments or practices that would make this an unsafe activity for your group.
* If there are none and you decide to participate, also use [our waiver and release form](http://www.cofchrist.org/common/cms/resources/Documents/Risk/high-risk-waiver.pdf).

If you have any questions about higher-risk activities at another site, please contact us to discuss.

If these guidelines are not followed and an accident occurs, the sponsoring jurisdiction will be responsible for the first $10,000 of any loss paid or defense and claims handling expenses paid. Jurisdictions are NOT permitted to purchase an outside insurance policy to cover this potential exposure. Insurance coverage for any purpose within Community of Christ is acquired exclusively through the Risk Management department.

* Carnival Rides
* Dunk Tanks
* Fireworks
* Gyroscopes
* Horseback Riding/Pony Rides/Petting Zoo
* Judo/Karate/Martial Arts
* Kayaking
* Moon Walk and other enclosed inflatables
* Rock Climbing
* Scuba Diving
* White Water Rafting
* Ziplines

**Activities Requiring Specific Expertise\***

Some higher-risk activities require participants to possess a significant degree of expertise and preparation before they safely participate in them. For these activities each group must be supervised by someone holding a current instructor's rating from a nationally recognized certifying body and/or have documented experience indicating specific knowledge and skill in teaching the activity.

Where it is difficult to supervise each participant, the instructor must prequalify each one who has sufficient experience to perform the activity independently. General supervision is to be provided for these participants. All others must be directly under the watchful guidance of the instructor.

If these guidelines are not followed and an accident occurs, the sponsoring jurisdiction will be responsible for the first $10,000 of any loss paid, or defense and claims handling expenses paid. Jurisdictions are NOT permitted to purchase an insurance policy to cover this potential exposure. Insurance coverage for any purpose within Community of Christ is acquired exclusively through the [Risk Management](mailto:risk@CofChrist.org) department.

* Archery
* Cave Exploring
* Rappelling
* Sailing
* Snorkeling
* Snow Skiing/Snowboarding
* Water Skiing/Tubing
* Windsurfing

When participating in a higher-risk activity that requires specific expertise at another site or location, we will not require a certificate of insurance from the establishment, and the following guidelines should be followed:

1. Contact the establishment and learn about their particular requirements concerning age, height, experience level, etc., and about their waiver and release policy. If waivers are required, make arrangements to have them completed prior to the group visit, especially if minors are in attendance that require parental approval.
2. Observe the activity and the location, looking for environments or practices that would make this an unsafe activity for your group.
3. If there are none, and you decide to participate, also use [our waiver and release form](http://www.cofchrist.org/common/cms/resources/Documents/Risk/high-risk-waiver.pdf).

If you have any questions about higher-risk activities at another site, please contact us to discuss.

**Activities Not Permitted\*\***

The following higher-risk activities are NOT permitted on church property nor to be sponsored at any location by church jurisdictions.

* Alpine slides
* ATV (four wheelers)
* Bungee Jumping
* Fencing
* Firearms Usage or Classes (including paint ball games, pellet guns, BB guns, and air guns)
* Hang Gliding
* Hot Air Ballooning
* Hunting with firearms, bow and arrows, traps, etc.
* Jet Skiing
* Jumping/Diving from Rocks/Cliffs (Rocks are defined as large stones in excess of 6 feet in height from the ground or water. Cliffs are defined as a high steep face of rock or soil in excess of 6 feet height from the ground or water.)
* Lawn Darts
* Motocross
* Nighttime canoeing
* Nighttime Lake Swimming
* Nighttime Pool Swimming (without pool lights)
* Pool Diving (Diving boards are not permitted; existing ones MUST be removed.)
* Skate Boarding/Skate Board Ramps
* Skydiving
* Small Plane Riding
* Snowmobiling
* Trampolines
* Ultra-Light Flying

If a jurisdiction, camp, or congregation sponsors an activity listed in the Activities NOT Permitted section and an accident occurs, the sponsoring jurisdiction, camp, or congregation will be responsible for the first $50,000 of any loss paid, or defense and claims handling expense paid.

NOTE

\* If the guidelines in the Activities to Be Contracted with Professional Companies and Activities Requiring Specific Expertise sections are not followed and an accident occurs, the sponsoring jurisdiction will be responsible for the first $10,000 of any loss paid or defense and claims handling expenses paid. Jurisdictions are NOT permitted to purchase an insurance policy to cover this potential exposure. Insurance coverage for any purpose within Community of Christ is acquired exclusively through the Risk Management department.

\*\* If a jurisdiction, camp, or congregation sponsors an activity listed in the Activities Not Permitted section and an accident occurs, the sponsoring jurisdiction, camp, or congregation will be responsible for the first $50,000 of any loss paid or defense and claims handling expense paid. Jurisdictions are NOT permitted to purchase an outside insurance policy to cover this potential exposure. Insurance coverage for any purpose within Community of Christ is acquired exclusively through the Risk Management department.

Please contact Risk Management Services at (800) 825-2806 if you are planning to sponsor any of these types of activities. The activities listed and discussed are not meant to be all-inclusive and these lists may be updated at any time, so please contact us if you have any questions or comment.

## DRIVING AND VEHICLE USE

**Headwaters Mission Center Specific Policy**

* 1. Obey speed limits.
  2. All passengers must have a seat belt or shoulder strap on when the vehicle is moving.
  3. For longer trips plan to rotate drivers every two hours. If we do not have additional drivers that allow rotation every two hours, we stop every two hours to allow drivers to get out stretch and rest.
  4. When the schedule requires more than one day of travel, all drivers should have a minimum of 6 hours to sleep after a day of driving.
  5. Drivers must stop, if they are tired.
  6. All directors and drivers should watch weather reports at least 24 hours ahead of scheduled travel and adjust schedules to minimize chances of driving in inclement weather.
  7. Always adjust speeds to match the weather and road conditions.
  8. Drivers may NOT use a cell phone while the vehicle is moving.

**USA and Canada Policy**

**The required age to transport youth** **to and from activities** will be determined by the age required to be a Registered Youth Worker (currently age 21). Any person transporting youth will follow the [Registered Youth Worker guidelines](http://www.cofchrist.org/legal/youth-worker.asp) on the website.

**Drivers convicted of certain vehicle operating violations** within the previous five years are not authorized to drive. This list of violations may be amended retroactively:

* + driving while under the influence of alcohol or drugs
  + refusing a chemical test
  + fleeing or eluding police
  + highway racing
  + driving while license suspended or revoked
  + vehicular manslaughter
  + leaving the scene of an accident
  + passing a stopped school bus with its red lights flashing

**Other violations which disqualify drivers include:**

* More than two moving violations in the last three years with one at-fault accident
* More than three moving violations in the last three years with no at-fault accidents
* More than two at-fault accidents in the last three years with no moving violations

**Motorcycle and Other Two Wheeled Self-Propelled Vehicle Use Is Prohibited**   
Employees are prohibited from utilizing motorcycles, mopeds, motorbikes and similar two wheeled self-propelled vehicles as a means of transportation at any time on church and affiliate business. (Per Worker’s Comp Policy).

**Seat Belts**

All drivers and passengers must wear seat belts. Buses without seat belts are the only exception to this coverage.

**Personal Vehicle Use**

There are situations where church members and employees may use their personal vehicles or they may allow other church members to use their personal vehicles for church related business. In these situations, the vehicle owner’s insurance will respond for both liability and property damage. Also:

* If a vehicle is borrowed for church purposes; the vehicle owners’ insurance will be responsible and all claims should be submitted to the owner’s carrier, regardless of who is driving. Auto insurance coverage follows the vehicle.
* The church will not be responsible for deductibles incurred under the vehicle owner’s insurance policy.

**Rental Vehicles**

On the occasion when a vehicle needs to be rented, the following must be understood:

* List Community of Christ as the “renter” of the vehicle. (**15-passenger vans can no longer be rented for church use**). The church’s insurance policy will NOT cover rental vehicles for either liability or physical damage unless it is rented in the name of the church. If the rental agency will not allow this, Community of Christ MUST be listed as the company name on the rental form.
* Do NOT purchase the insurance coverage offered by rental agencies in the United States or Canada. Risk Management Services will provide a certificate of insurance to the rental agency, if requested. Contact Sandra Atkins 1-800-825-2806 x1456.
* Check the vehicle for damage before leaving the lot and after you return to the rental agency. If there is damage to the vehicle before leaving the lot, have the agent note the damage on the rental agreement.
* If a vehicle is damaged during the rental period, the renter should immediately [notify Risk Management](mailto:risk@CofChrist.org) (risk@CofChrist.org) Services and then notify the Rental Company.
* The church’s coverage does not pay for any loss of rental income to the rental car agency if the vehicle is damaged. If the renter does not notify Risk Management Services of the damage, the rental agency could charge the repair of the vehicle to the renter.

**15-Passenger Vans…...CAUTION!!!!**

The policy now is 15-passenger vans are **NOT** to be utilized. Removing a seat does not change the risks nor the classification as a 15-passenger van. A safer option would be the utilization of mini-vans or other vans with capacity less than 15 passengers. **15 passenger vans are not to be used at any time under any circumstance.**

**Buses**

Buses should be used for local use at relatively low speeds on residential streets. Routine use on high-speed highways should be avoided.

**Trailers**

Trailers are covered under our auto liability policy. All trailers must be securely tongue locked when not in use. Due to safety issues, **trailers must NOT be towed** by 9 or 12 passenger vans.

*Updated: 08/24/2011- Adapted from the Community of Christ website*

## BEHAVIOR

### BEHAVIORAL INTERVENTION POLICY

The Headwaters Mission Center offers a variety of events each year. It is our hope and goal to allow all who are interested in attending events to do so. We will do everything possible to make each event successful for all. However, there may be times when a participant’s behavioral choices do not support having a positive experience for all. If a participant’s behavior during an event is outside of the mission center’s policies and/or expectations for that event, an incident report (see Headwaters Mission Center Event Incident Report in Forms section) will be completed by the event director. Following every Headwaters Mission Center event, the Gathering Ministries Team (GMT) director or designee will contact the event director for a joint evaluation. Any documented behavioral incidences will be reviewed. The GMT director will take appropriate steps to create an action plan so the participant can successfully participate in future mission center events.

The mission center reserves the right to deny participation in an event by a potential camper if the camper has had documented behavior incidences in previous mission center events. After consultation with the event director and appropriate staff, only the mission center presidency team can determine if a camper will be denied admission to an event. The camper and parent will be notified about this decision by at least two people. These will include a mission center presidency member and a past and/or upcoming director. Every effort will be made in our speaking and actions to uphold the worth of all involved and to maintain respectful and loving relationships.

### Code of Conduct Covenant

Campers and parents/guardians are requested to read and sign this covenant prior to event attendance. This form may be submitted during the registration process or at the check-in at the beginning of the event.

This covenant was created to help campers understand and abide by behavioral expectations at Headwaters Mission Center events. It is intended to help foster a respectful, safe and healthy environment in which we can live, play, explore our faith, worship and learn together as part of a greater community. Camper and staff attitudes and behaviors are critical to the success of the community, and each individual makes a difference in the quality of the experience.

To create sacred community with each other, I covenant with other campers and staff to uphold the values of Community of Christ and conduct myself in a manner that promotes a community of faith.

* I will participate in all activities and work with others to learn and grow from my experiences.
* I will not engage in any activity which may put myself, other campers or staff at risk.
* I will honor my responsibility to be on time and prepared, including honoring curfews each night.
* I will treat all people with dignity and respect. In doing so…
  + I will not use obscene or foul language or gestures, sexual innuendos, degrading speech or insults.
  + I will refrain from playing or listening to music with lyrics which contain obscene or foul language or make reference to violent offensive actions.
  + I will respect other’s personal belongings and will not take what does not belong to me.
  + I understand that harassment based upon race, color, religion, creed, sex, age, sexual orientation or disability is a form of discrimination and will not be tolerated.
* I will model a positive attitude and spirit of generosity and compassion. I will encourage others to do the same.
* I will not engage in any form of sexual activity.
* I will respect the camp’s facilities and equipment and not take, destroy or misuse camp property. If damage to property occurs from my actions, I will be assessed for the cost of damages and repair.
* I will not leave event grounds. If I need to leave event grounds for any reason, I will obtain permission from staff and persons will be selected to accompany me.
* I will wear clothing that is appropriate for a Christian youth event and will abide by the Headwater’s modesty policy.
* I agree to abide by the rules and regulations of the event and understand that I am expected to follow directions and guidance provided by the event staff.

Any breach or failure to abide by these behavior expectations, will initiate the following steps:

1. The camper will receive a verbal warning from staff.
2. If behavior still persist, the director will be notified and appropriate disciplinary action will be taken.
3. If behavior still persist, camper’s parents will be notified and asked to assist in helping their camper make more positive choices.
4. If behavior does not improve, parents will be notified that their child is being sent home.

The following behaviors are considered very serious and will result in suspension or immediate expulsion from the event.

* Bringing or using tobacco, alcohol, illegal drugs or other controlled substances, fireworks, weapons,

pornographic material, or anything else of this kind.

* Engaging in fighting, bullying or any other forms of aggressive behavior.
* Failure to follow staff instructions thereby resulting in situations that put myself, other campers or staff in physical danger.
* Threatening to harm myself or other campers.

Individuals who are asked to leave an event will be responsible for all transportation expenses and fees. Event registration fees will not be reimbursed.

**THANK YOU FOR SHARING IN THIS COVENANT!**

### PRIVACY CODE OF CONDUCT

Community of Christ upholds the worth of all persons and believes that all ages should be treated with dignity and respect. The church’s youth activities are an important expression of the mission of Jesus Christ and evidence the church’s commitment to the worth of all persons. It has long been a means by which children and young people can experience the love of God in community. Creating a safe environment in which they can worship and fellowship is also important.

Over the years various local policies/ expectation of conduct "contracts" have been drawn up to foster the safe and respectful environment we strive to create.

Legal Services recommends the following guidelines be followed in order to preserve safety and privacy for children and young people and staff at Community of Christ activities:

* All staff are Registered Children and Youth Workers or Registered Children and Youth Worker Assistants.
* All staff adhere to the 2 by 2 rule (no staff member behind a closed door with a child or young person) as laid out in the obligatory Core Training for Registered Youth Workers
* If a young person seeks personal time with a staff member (Registered Youth Worker) the latter should:
  + Tell someone what they are doing
  + Adhere to the visual 1 to 1 rule also as laid out in the required Core Training.
* Assign separate accommodations and changing, dressing, and bathing areas at children and youth events by gender.
* A specified area (bathroom, curtained space, separate part of the campgrounds) be designated for changing, dressing, and bathing/showering.
* All staff change, dress, and bathe/shower in a private place.
* Campers also change, dress, and bathe in a designated private space. (Staff should be close enough to monitor behavior but far enough away to protect privacy.)
* If separate places are not available for campers and staff to change, dress, and bathe/shower simultaneously, they should do so in shifts in the designated area.
* Bath houses/ showers for pools should be off limits except at supervised times. Campgrounds should aim to provide single-cubicle changing facilities and showers.
* During any activities for younger children bathroom trips should be made with two staff members or, as a last resort, in a group with a staff member who is a registered youth worker (not a registered youth worker assistant). Staff should not enter a stall with a child except in an emergency and then only with other staff present. (See also Child Protection Core Training)
* During "sleep overs" in church buildings, etc. staff members should carefully monitor privacy and be vigilant about sleeping, dressing, and bathing arrangements.
* Should an adult escort an unrelated child to a church activity, such as reunion, permission to do so must be obtained from the child’s parents or legal guardian. If sharing accommodations, the adult must be sure that neither his or her nor the young person’s privacy is violated in any way.  Children attending with an adult escort other than a relative should be able to care for their own personal needs (bathing, dressing, bathroom care, etc.).

In addition, it is not appropriate for staff (RCYW, RCYW Assistants) to share their intimate personal life experiences at children and youth events. Further guidance is given in the Boundaries and Camp Counselor courses.  The parents of the children are entitled to know the nature of any such conversation. Staff are reminded that they are not professional counselors.

### WORTH OF ALL PERSONS

In alignment with the Community of Christ enduring principle, *worth of all persons*, the Headwaters Mission Center views all people as having inestimable and equal worth. We seek to uphold the worth of all people individually and in community at all Headwaters Mission Center events. With this as a guiding principle, we want to be sensitive to the needs of each one attending events and ensure they feel welcome and valued.

To uphold the worth of persons it is important for those planning and staffing events as well as those attending events to be aware of their own prejudices, conscious and unconscious biases towards others. Awareness is the first step towards making choices that support others and embody Christ-like love for all. This includes being sensitive to the words we use, the activities we plan and how we interact with each other.

Policies and guidelines have been established to ensure the safety and well-being of all who attend Headwaters Mission Center events. We welcome all those of good will and will not discriminate based on race, ethnicity, religion, sex, age, disability, socioeconomic status, gender identity or sexual orientation. The following guidelines address how we can specifically support the worth of all persons.

**Race/Ethnicity**

By valuing different cultural norms and life experiences, a richness and wholeness is added to our lives. Holding an open mind and heart we can look for ways to honor all participants. *Reflection questions: What biases do I have around someone’s color, race or ethnicity? While at the event how can I learn about and honor the different cultures of other participants?*

**Religion**

The values and beliefs of Community of Christ will be taught and embodied by staff at mission center events. We respect other religions and refrain from judgmental statements or being critical of other faiths, knowing we are all children of God. *Reflection questions: What biases do I have around people who have religious beliefs that are different from my own? Am I being sensitive in the language I use to uphold a variety of beliefs?*

**Sex**

Women and men are of equal value and are encouraged to share their giftedness at events. It is important to be aware of our assumptions about different sexes as we plan events and interact with each other. For example, when there are physical items needed to be moved, instead of asking for the strong boys or men to help out, ask if anyone is willing to help. If the objects are heavy, ask for strong people to volunteer. *Reflection question: What assumptions do I have about which sex is creative, nurturing, athletic or leaders? Can I challenge these assumptions and use language that supports the worth and ability of all?*

**Age**

Headwaters Mission Center events have a variety of targeted audiences. Some are age specific and others are intergenerational. When attending events for all ages it is important to consider the needs of all participants. Be sensitive to other participants who may have mobility issues, childcare needs, or dietary restrictions. *Reflection question: What assumptions do I have around someone being a certain age (old, young, teenage)? How can I proactively and respectfully support someone who may need assistance?*

**Disabilities**

To ensure all are welcome, be aware of the needs of those with disabilities. These disabilities could include physical, cognitive or mental health. *Reflection question: What biases do I have around those with disabilities? How can I understand and be sensitive to the needs of all participants at this event? Are there ways I can help others feel included?*

**Socioeconomic Status**

By treating all participants with respect and dignity, planners and participants will be sensitive to the financial cost of events to participants and their families. Families have different abilities to pay, and this should be considered when setting event fees as well as asking participants to contribute additionally. For example, a youth may be asked to bring extra money for canteen, to bring electronics (cell phones, cameras), or to have certain clothing or equipment for sports. These types of requests may seem simple and yet may be a burden to some families. *Reflection question: Do I have assumptions around those who have a low socioeconomic status? How can I be sensitive to the financial abilities of participants and uphold the dignity of all?*

**Gender Identity or Sexual Orientation**

Due to increased awareness of those in the LGBTQ+ (Lesbian, Gay, Bi-sexual, Transgender, Questioning, plus) community and their attendance at Headwaters Mission Center events, we wish to educate people about some LGBTQ+ issues and offer the following information and guidelines. Since we have not addressed LGBTQ+ issues before, this section is larger than other sections. *Reflection questions: What biases do I have around someone who identifies as LGBTQ+? How can I help participants communicate in a way that nurtures acceptance and fosters caring relationships with others?*

**The Basics - Gender, Sex, and Sexual Orientation**

When having a conversation about LGBTQ+ issues, it is important to have an understanding of the terminology used, starting with the differences between sex and gender. *Sex* refers to the biological identification that infants receive at birth based on their genitalia, while *gender* refers to a person’s self-representation as male or female based on the social characteristics that a culture or society defines as masculine and feminine.

Another area that is commonly confused is *gender identity* and *sexual orientation*. *Gender identity* refers to who you ARE, while *sexual orientation* refers to who you are attracted to and who you feel drawn to romantically, emotionally and sexually.

Currently there are several identifications assigned to a person’s *gender identity*. Some of these include non-binary, cisgender, transgender, genderqueer, gender fluid and agender. There are also several identifications associated with *sexual orientation*; straight or heterosexual, gay or homosexual, bisexual, pansexual, questioning or curious, and asexual. See full descriptions of these identifications below. It’s also important to note that some people don't think any of these identifications describe them accurately. When talking to someone about their sexual orientation or gender identity, use the terms that they use. It’s okay and encouraged to ask what identification people prefer.

**General Wellbeing**

It is important to be sensitive to the journey that those in the LGBTQ+ community have been on. Some have been able to express their sexuality and gender identity within supportive families and communities, while others have lived in fear of being authentically themselves. Some have even suffered verbal, emotional and/or physical harm. Trans people have 8 times the attempted suicide rate of non-trans, with more than 30% attempting suicide at least once.

“It is revolutionary for any trans person to choose to be seen and visible in a world that tells us we should not exist.” Laverne Cox

“This transition has been harder on me than anything I could imagine. And that's the case for so many others besides me. For that reason alone, trans people deserve something vital. They deserve your respect. And from that respect comes a more compassionate community, a more empathetic society and a better world for all of us.” –Caitlyn Jenner

In valuing the worth of all persons, we will offer acceptance and respect to all who participate at Headwaters Mission Center events.

**Names/ Pronouns**

People in the LGBTQ+ community sometimes feel like they need to change their name to match their gender identity. The name they no longer use is sometimes known as a “dead name”. If a person whom you have known by another gender or name tells you that they no longer want to be called by the name assigned them at birth, ask them for their preferred name and call them that instead. If you accidently use the person’s “dead name” or wrongly gender them, quickly apologize, correct yourself, and continue on.

When it comes to gender, people may not identify as either male or female. Those who identify as non-gender binary, gender neutral or gender queer may not want to use the gendered pronouns (she/he). Some common non-gender specific pronouns that can be used instead are the single form of they/them/their, and the Scandinavian gender neutral zie/zim/zis.

Some people may also identify as gender fluid and may identify as both male and female or gender neutral at any point in time. Asking what pronoun a person uses shows your respect and support for them as an individual.

**Housing/ Restroom**

When assigning housing and restroom usage at mission center events it is important to consider a participant’s safety, privacy and comfort. When a person identifies as other or transgender on their registration form, there should be a brief conversation with the individual to discuss what housing situation would make them feel the most comfortable.

Some may question this guideline and want to assign housing/bathroom usage based solely on the individual’s genitalia. This may not have the person’s best interest in mind. Behind most opinions around housing and bathroom usage for transgender individuals is concern for privacy and safety of all involved. During mission center events, efforts will be made to provide privacy when changing clothes, showering and using bathroom facilities. Since most bathrooms have individual stalls, privacy can be maintained in both men’s and women’s restrooms.

There are long-standing laws that make it illegal for anyone to enter a public restroom for the purpose of harassing or harming another person, or invading their privacy. Headwaters Mission Center will not condone or tolerate harassment or harming of ANY person, *regardless* of gender identity or sexual orientation.

**Communication**

When referring to the time before someone transitioned or came out as transgender it is never appropriate to say “When you were a girl/boy…” A transgender person often sees themselves as always being the gender opposite of their sex. So, saying that they were a different gender at one point in time implies that they “changed their mind” rather than embracing who they really are. Instead you can refer to this time as “Before you came out…” or “When you went by \_dead name\_...” However, even though you might ask the question as sensitively as possible, some people might refrain from talking about their pasts. Coming out as Trans can be a very emotional and sometimes painful time in someone’s life, so they might not want to talk about it. Being curious is a good thing, but being sensitive to someone’s situation is even more important.

DO NOT UNDER ANY CIRCUMSTANCES “OUT” SOMEONE AS LGBTQ+ TO ANYONE! The term “outing” someone refers to telling others that someone is LGBTQ+ without the expressed consent of the individual. “Outing” someone before they are ready or safe to do so can cause emotional distress and possibly put them in danger. The highest percentage of physical assaults of LGBTQ+ people happen at home. Instead, ask the individual who you are allowed to tell. Do not make assumptions about who already knows or should know (this includes parents). It is important that we listen to one another and respect the ways in which someone wants or needs to be supported.

**Terminology**

Non-binary: A person who does not identify strictly as male or female. They could identify as both, or neither, or as another gender entirely.

Cisgender/cis: A person who has a gender identity consistent with the sex they were assigned at birth.

Transgender/Trans: An umbrella term for people whose gender identity is different from cultural expectations based on the sex they were assigned at birth.

Genderqueer: An identity commonly used by people who do not identify or express their gender within the gender binary. Those who identify as genderqueer may identify as neither male nor female, may see themselves as outside of or in between the binary gender boxes, or may simply feel restricted by gender labels.

Gender Fluid: A changing or “fluid” gender identity.

Agender: A person who does not identify with any gender.

Straight or heterosexual: people who’re attracted to a different gender (for example, women who are attracted to men or men who are attracted to women).

Gay or homosexual: people who’re attracted to people of the same gender. Gay women may prefer the term lesbian.

Bisexual: people who’re attracted to both men and women.

Pansexual: people whose attractions span across many different gender identities (male, female, transgender, genderqueer, etc.).

Questioning or curious: people who’re unsure about their sexual orientation.

Asexual: people who don't experience any sexual attraction for anyone.

**Resources**

<http://www.apa.org/topics/lgbt/transgender.aspx>

<http://www.apa.org/topics/lgbt/orientation.aspx>

<https://www.vice.com/en_us/article/passing-when-youre-transgender>

<https://www.glaad.org>

<https://www.pflag.org>

### MODESTY POLICY

In order to promote an atmosphere of respect and dignity the following guidelines for dress and appearance at Headwaters Mission Center events are as follows:

* Clothing and swimwear must cover the body in a way that is not provocative or distracting from the purpose of the event.
* Clothing expressing inappropriate sexual innuendo, obscene, profane, provocative or inflammatory words or pictures is prohibited.
* Clothing advertising alcoholic beverages, drugs, drug paraphernalia or tobacco products is prohibited.
* Obscene, profane, provocative, or inflammatory words or pictures on body/skin must be covered.
* Obscene, profane, provocative or inflammatory words or pictures on jewelry is prohibited.
* In order to provide a safe environment between campers and staff, the following guidelines regarding privacy are:
  + Private spaces for changing and showering will be provided for campers.
  + Private spaces will be provided for staff to change and shower separate from campers.

If options are limited, ideas to consider for creating privacy are:

* + - Set separate times for staff to change and shower
    - Create a dressing room with a curtain or sheet

### SOCIAL MEDIA CODE OF CONDUCT

Definition of Social Media and Social Networking - Social Media is the means by which electronic communications take place within society. Social networking is the content of the communication.

Context

* The use of social media by children, young people and adults to communicate is increasing.
* The use of social media in Christian ministry is becoming a widespread practice.
* There is NO privacy and NO confidentiality when sharing over social networks or through e-mail. Everything is public.
* The practice of communicating via social networking is informal and can blur the roles of youth leaders (teacher/friend/psychologist/pastor/counselor etc.). Maintaining the integrity of the ministerial relationship is important.
* The church recognizes that social networking has the potential to create confusion and an imbalance of power and authority in relationships.
* The leader/minister needs to assess the risks and benefits of communicating in this way and respect boundaries.

Boundaries

* Any adult working regularly with children and young people within the church should give serious consideration to having separate social networking accounts from their personal adult account for communication with children and young people. This provides opportunity for monitoring messages and does not give the child access to adult conversations on the same site.
* It is inappropriate for the adult to “friend” a child; however, an adult may respond to a “friend” request on Facebook. Contact via social media between adult and child should be at the child’s/young person’s instigation.
* The primary reason for an adult to communicate via social media with a child/young person should be to share information.
* For under 18/21 years old, parents should be copied into communications. (These ages are based on age of consent which may vary state to state, country to country)
* Adults should avoid from engaging in religious counseling via social network sites. This should be done face to face with another adult present. (See Child Protection Core Training 2 by 2 rule.)
* Photographs should not be posted without the person’s (parents’) permission. Follow the jurisdictional or world church policy on photo permission for [adults](http://www.cofchrist.org/common/cms/resources/Documents/Photo-Release.pdf) and [minors](http://www.cofchrist.org/common/cms/resources/Documents/Photo-Release-MINOR.pdf).
* Consider providing your “friends” on a social network site with a condensed electronic copy of this code.
* As a children and youth minister, it is inappropriate to share comments posted on social media sites about specific individuals.

## COPYRIGHT GUIDELINES

When you show videos or movies, play recorded music, or project words to songs in a PowerPoint at an event, they fall under copyright laws. Copyright protection is provided by the laws of Title 17 of the US Code and protects original works of authorship. The protection extends to literary, dramatic, musical, artistic, and certain other intellectual works and extends to both published and unpublished works.

We have both a legal and a moral obligation to be fair to those who have created copyright materials. Failure to abide by the laws not only robs creators of a fair recompense for their work; it also puts the church and individuals in legal jeopardy, and we can be charged very large fines.

There is much information related to copyright laws and protection. Please note: you must obtain permission to use hymns from any of the Community of Christ hymnals. Please visit the church website to get more detailed information and answers to more specific questions [www.cofchrist.org/legal-copyrights](http://www.cofchrist.org/legal-copyrights). *But the long and short of it is, when in doubt, get permission.*

The **Religious Services Exemption** exempts the public performance of non-dramatic literary or musical works of a religious nature, in the course of services at a place of worship or other religious assembly from copyright infringement. This exemption does not extend to recording the performance of the copyrighted music in audio or video format.

This exemption does not extend to projecting or broadcasting the words and music, whether as one or separate, onto screens in the course of a service. It also does not extend to making copies for the purpose of including with bulletins. If a church wants to make these types of copies, it must first obtain written permission from the copyright owner or obtain a license permitting such use.

Headwaters Mission Center does hold a few different subscriptions to **licensing services** that allows us permission to view certain videos, play certain songs and project words to certain songs as long as we also project our license number on each song.

* OneLicense: License #A-722957
  + Go to [www.onelicense.net](http://www.onelicense.net) for which songs are covered and for more details about what that license covers
* Christian Video Licensing International (CVLI): License #503840912
  + Please go to [www.cvli.com](http://www.cvli.com) for more information about what videos are covered.

When you use these licenses at an event, you should fill out the Copyright Report Form (in forms) and return by email or regular mail to the Headwaters Mission Center Financial Officer.

# FORMS

The following forms are available for directors to make copies of and distribute as needed.

Adult

Registration Form

Headwaters Mission Center Gathering Ministries

|  |  |
| --- | --- |
| EventName: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Year\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Last First MI | Check all that apply  Camper  Staff  Female  Male  Age: \_\_\_\_\_\_\_\_\_\_\_  T-shirt size\_\_\_\_\_\_\_\_\_\_ |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number and Street Apt.# |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City State/Province Zip Code Country |
| Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| --- | --- |
| Emergency Contact | Emergency Contact |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Phone – Area Code | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Phone – Area Code |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Phone – Area Code | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Phone – Area Code |

**Headwaters Mission Center (HMC) Event Photo Release Agreement**

 Yes, I give consent to and authorize the taking of photographs or videotapes in which the applicant(s) may appear. I waive all right of privacy in and to any said photographs or videotapes.

**Liability Release**

I have read the information on this form and filled in the requested information to the best of my/our knowledge. I understand that it is my responsibility to inform the Headwaters Mission Center if this information changes. I hereby release the Headwaters Mission Center from any liability as a result of my or my child’s participation in programs sponsored by the Headwaters Mission Center.

*Participant Signature (if 18 or older) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**A Health Information Form must be completed**

**for the participant to attend this event!**

Children and Youth Event

Registration Form

Headwaters Mission Center Gathering Ministries

|  |  |
| --- | --- |
| EventName: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Last First MI | Check all that apply  Camper  Staff  Female  Male  Date of Birth: \_\_\_\_\_\_\_\_\_\_\_  Grade as of Event: \_\_\_\_\_\_\_  T-shirt size\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number and Street Apt.# |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City State/Province Zip Code Country |
| Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| --- | --- |
| Parent/Legal Guardian | Parent/Legal Guardian |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address (if different from above) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address (if different from above) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Phone – Area Code | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Phone – Area Code |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Work Phone – Area Code | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Work Phone – Area Code |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Phone – Area Code | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Phone – Area Code |

Parent email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

|  |  |
| --- | --- |
| Emergency Contact (other than parent) | Emergency Contact (other than parent) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Phone – Area Code | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Phone – Area Code |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Phone – Area Code | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Phone – Area Code |

*Children and Youth Event Registration Form Continued*

**Headwaters Mission Center (HMC) Event Photo Release Agreement**

 Yes, I give consent to and authorize the taking of photographs or videotapes in which the applicant(s) may appear. I waive all right of privacy in and to any said photographs or videotapes.

**Activity Consent**

I specifically consent to their participation in this event. I certify that the participant has the necessary skills to be involved in any of the approved activities (e.g., if boating is approved, the camper can swim). I specifically do **NOT** want them to participate in the following activities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Liability Release**

I have read the information on this form and filled in the requested information to the best of my/our knowledge. I understand that it is my responsibility to inform the Headwaters Mission Center if this information changes. I hereby release the Headwaters Mission Center from any liability as a result of my or my child’s participation in programs sponsored by the Headwaters Mission Center.

**Parents or guardian must sign unless participant is 18 years of age or older. If parents are separated or divorced, the custodial parent must sign. I/we have read and consent to the releases specified in this registration form**

*Participant Signature (if 18 or older) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**A Health Information Form must be completed**

**for the participant to attend this event!**

Family Registration Form

Headwaters Mission Center Gathering Ministries Event

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Year: \_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Contact Information**  Main Contact (must be over 18yrs old): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | State/Province: \_\_\_\_\_\_ | Zip/Postal Code: \_\_\_\_\_\_\_\_\_\_\_ |
| Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**List each participant of your Group/Family**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Name | Last name | Age | Completed  Grade | T-shirt size | Check Days Attending |
|  |  |  |  |  | All S Su M T W Th F |
|  |  |  |  |  | All S Su M T W Th F |
|  |  |  |  |  | All S Su M T W Th F |
|  |  |  |  |  | All S Su M T W Th F |
|  |  |  |  |  | All S Su M T W Th F |
|  |  |  |  |  | All S Su M T W Th F |

**Lodging Information**

|  |
| --- |
| I need handicap accessible accommodations |
| Bringing own (there is limited camping sites available)  Motorhome/large-trailer  Pop-up style trailer  Tent |

**Release and Consent**

Please read each of the following Release and Consent Statements before signing below.

**Photo Release**

 Yes, I give consent to and authorize the taking of photographs or videotapes in which the applicant(s) may appear. I waive all right of privacy in and to any said photographs or videotapes.

**Liability Release**

 Yes, I have read the information on this form and filled in the requested information to the best of my/our knowledge. I understand that it is my responsibility to inform the Headwaters Mission Center if this information changes. I hereby release the Headwaters Mission Center from any liability as a result of my/our participation in programs sponsored by the Headwaters Mission Center.

**Either parents or guardian must sign. If parents are separated or divorced, the custodial parent must sign. I/we have read and consent to the releases specified in this registration form**

*Participant signature (if 18 or older)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Adult Health Information Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Year: \_\_\_\_\_\_\_\_\_\_

**A Health Information Form must be completed**

**You must attach a photocopy of insurance card**

Please explain any “yes” answers.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Are you allergic to any foods, latex, medications, insects, etc.?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Yes | No | Are you currently under a physician’s care for a medical condition?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Yes | No | Are you currently taking any medication? List or attach a photocopy.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_Blood thinners \_\_\_\_ Nitro glycerin \_\_\_\_ Insulin \_\_\_\_ Epi pen | |
| Yes | No | Do you have any physical restrictions, emotional, medical or psychological conditions that we should be aware of?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Yes | No | Have you recently been exposed to a contagious disease?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Yes | No | Any dietary needs? \_\_\_Diabetic \_\_\_Vegetarian \_\_\_\_Gluten Free  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Family Physician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Phone w/area code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Medical Insurance Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Policy #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dental Insurance Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Policy #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Permission for Medical Treatment**

I hereby authorize any necessary medical treatment for myself. I also guarantee payment of all charges incurred during this medical treatment.

*Participant signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Medication must be brought in original containers**

Children and Youth Health Information Form

Headwaters Mission Center Gathering Ministries

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Year: \_\_\_\_\_\_\_\_\_

Are the Participant’s immunizations current?  Yes  No - If No, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You must attach the following:**

**Photocopy of immunization record or exemption form**

**You must attach a photocopy of insurance card**

Please explain any “yes” answers.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Are you allergic to any foods, latex, medications, insects, etc.?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Yes | No | Are you currently under a physician’s care for a medical condition?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Yes | No | Are you currently taking any medication? List or attach a photocopy.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_Blood thinners \_\_\_\_ Nitro glycerin \_\_\_\_ Insulin \_\_\_\_ Epi pen | |
| Yes | No | Do you have any physical restrictions, emotional, medical or psychological conditions that we should be aware of?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Yes | No | Have you recently been exposed to a contagious disease?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Yes | No | Any dietary needs? \_\_\_Diabetic \_\_\_Vegetarian \_\_\_\_Gluten Free  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Family Physician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Phone w/area code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Medical Insurance Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Policy #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dental Insurance Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Policy #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Permission for Medical Treatment**

I, the undersigned parent, legal guardian, or applicant, hereby authorize any necessary medical treatment for this participant/myself. I also guarantee payment of all charges incurred during this medical treatment.

*Participant signature (if 18 or older)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Medication must be brought in original containers. If attending a youth only event, medication will be given to the event medical staff.**

 Care of a Minor Form

Headwaters Mission Center Gathering Ministries Event

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Event Year: \_\_\_\_\_

**Temporary Guardianship Authorization for Care of Minor**

**Parental Permission**

**(for under 18 attending without a parent/guardian)**

The adult(s) listed below have agreed to be responsible for my child(ren) during the event.

I, the undersigned parent(s)/guardian(s), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Parent(s) or Guardian(s) Name

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_, \_\_\_\_\_\_\_\_,give

Address City State Zip

my child(ren) permission to attend the event. My child(ren) understands and agrees to abide by event rules. I hereby grant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of

Name of Caretaker

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_, \_\_\_\_\_\_\_\_\_,

Address City State Zip  the authority to take temporary care of the following child(ren):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This grant of temporary authority shall begin on \_\_\_\_\_\_\_\_\_\_, and shall remain effective

Beginning Date

through\_\_\_\_\_\_\_\_\_\_\_\_.

Ending Date

The above named Caretaker(s) shall have the power to:

* seek appropriate medical treatment or attention on behalf of the child(ren) as may be required by the circumstances, including but not limited to, medical doctor and/or hospital visits
* authorize medical treatment or medical procedures in an emergency situation

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent(s) or Guardian(s) Print Name

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best number to be reached at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best number to be reached at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community of Christ - Headwaters Mission Center Event**

**Code of Conduct Covenant**

Campers and parents/guardians are requested to read and sign this covenant prior to event attendance. This form may be submitted during the registration process or at the check-in at the beginning of the event.

This covenant was created to help campers understand and abide by behavioral expectations at Headwaters Mission Center events. It is intended to help foster a respectful, safe and healthy environment in which we can live, play, explore our faith, worship and learn together as part of a greater community. Camper and staff attitudes and behaviors are critical to the success of the community, and each individual makes a difference in the quality of the experience.

To create sacred community with each other, I covenant with other campers and staff to uphold the values of Community of Christ and conduct myself in a manner that promotes a community of faith.

* I will participate in all activities and work with others to learn and grow from my experiences.
* I will not engage in any activity which may put myself, other campers or staff at risk.
* I will honor my responsibility to be on time and prepared, including honoring curfews each night.
* I will treat all people with dignity and respect. In doing so…
  + I will not use obscene or foul language or gestures, sexual innuendos, degrading speech or insults.
  + I will refrain from playing or listening to music with lyrics which contain obscene or foul language or make reference to violent offensive actions.
  + I will respect other’s personal belongings and will not take what does not belong to me.
  + I understand that harassment based upon race, color, religion, creed, sex, age, sexual orientation or disability is a form of discrimination and will not be tolerated.
* I will model a positive attitude and spirit of generosity and compassion. I will encourage others to do the same.
* I will not engage in any form of sexual activity.
* I will respect the camp’s facilities and equipment and not take, destroy or misuse camp property. If damage to property occurs from my actions, I will be assessed for the cost of damages and repair.
* I will not leave event grounds. If I need to leave event grounds for any reason, I will obtain permission from staff and persons will be selected to accompany me.
* I will wear clothing that is appropriate for a Christian youth event and will abide by the Headwater’s modesty policy.
* I agree to abide by the rules and regulations of the event and understand that I am expected to follow directions and guidance provided by the event staff.

Any breach or failure to abide by these behavior expectations, will initiate the following steps:

1. The camper will receive a verbal warning from staff.
2. If behavior still persist, the director will be notified and appropriate disciplinary action will be taken.
3. If behavior still persist, camper’s parents will be notified and asked to assist in helping their camper make more positive choices.
4. If behavior does not improve, parents will be notified that their child is being sent home.

The following behaviors are considered very serious and will result in suspension or immediate expulsion from the event.

* Bringing or using tobacco, alcohol, illegal drugs or other controlled substances, fireworks, weapons,

pornographic material, or anything else of this kind.

* Engaging in fighting, bullying or any other forms of aggressive behavior.
* Failure to follow staff instructions thereby resulting in situations that put myself, other campers or staff in physical danger.
* Threatening to harm myself or other campers.

Individuals who are asked to leave an event will be responsible for all transportation expenses and fees. Event registration fees will not be reimbursed.

Camper Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THANK YOU FOR SHARING IN THIS COVENANT!**

WAIVER OF LIABILITY, RELEASE, ASSUMPTION OF RISK & INDEMNITY AGREEMENT

NOTE: This form should be included in the advance packet prior to registration. The completed form must be on file at camp and only those persons with a completed form shall be permitted to participate.

FOR AND IN CONSIDERATION OF THE UNDERSIGNED’S PARTICIPATION IN HIGH RISK ACTIVITIES, INCLUDING BUT NOT LIMITED TO:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPONSORED BY THE COMMUNITY OF CHRIST, INCLUDING TRANSPORTATION TO AND FROM SUCH ACTIVITY, PARTICIPANT’S PARENT(S) OR LEGAL GUARDIAN(S) WAIVE, RELEASE AND RELINQUISH ANY AND ALL CLAIMS FOR LIABILITY AND CAUSE(S) OF ACTION AGAINST COMMUNITY OF CHRIST, INCLUDING PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH OCCURRING TO PARTICIPANT, ARISING OUT OF PARTICIPATION, AND/OR ACTIVITIES INCIDENTAL THERETO, INCLUDING ORDINARY NEGLIGENCE, WHENEVER OR HOWEVER THEY OCCUR AND FOR SUCH PERIOD SAID ACTIVITIES MAY CONTINUE, AND BY THIS AGREEMENT ANY SUCH CLAIMS, RIGHTS, AND CAUSES OF ACTION THAT PARTICIPANT (AND PARTICIPANT’S PARENT(S) OR LEGAL GUARDIAN(S), IF APPLICABLE) MAY HAVE ARE HEREBY WAIVED, RELEASED AND RELINQUISHED, AND PARTICIPANT (AND PARENT(S)/GUARDIAN(S), IF APPLICABLE) DOES(DO) SO ON BEHALF OF MY/OUR AND PARTICIPANT’S HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS.

Participant and participant’s parent(s)/guardian(s) if participant is under 18 years of age, acknowledges, understands and assumes all risks arising out of the above referenced activity and related activities, and understands that participation in the activity involves risks and dangers, including but not limited to transportation to and from said activities, and drowning, bodily injury, closed head injury, concussion, partial or total disability, paralysis and death to participant’s person and damages which may arise therefrom, and that I/we acknowledge said risks. These risks and dangers may be caused by the negligence of the participant or the negligence of others, including the Releasees. I/We further acknowledge that there may be risks and dangers not known to us or not reasonably foreseeable at this time. Participant (and participant’s parent(s)/guardian(s), if applicable) acknowledge, understand and agree that all of the risks and dangers described throughout this agreement, including those caused by the negligence of participant and/or others, are included within the waiver, release and relinquishment described in this release.

It is the purpose of this release to exempt, waive and relieve Releasees from liability for personal injury, property damage, and wrongful death, including if caused by negligence, including the negligence, if any, of Releasees. “Releasees” include the Community of Christ, and its officers, directors, agents, affiliates and employees.

Participant (and participant’s parent(s)/guardian(s), if applicable) agree if any claim for participant’s personal injury or wrongful death is commenced against Releasees, he/she shall defend, indemnify and save harmless Releasees from any and all claims or causes of action by whomever or wherever made or presented for participant’s personal injuries, property damage or wrongful death.

PARTICIPANT (AND PARTICIPANT’S PARENT(S)/GUARDIAN(S), IF APPLICABLE) ACKNOWLEDGE THEY HAVE BEEN PROVIDED AND HAVE READ THE ABOVE PARAGRAPHS AND HAVE NOT RELIED UPON ANY REPRESENTATIONS OF RELEASEES, THAT THEY ARE FULLY ADVISED OF THE POTENTIAL DANGERS OF THE ACTIVITIES DESCRIBED HEREINABOVE, AND UNDERSTAND THESE WAIVERS AND RELEASES ARE NECESSARY TO ALLOW THE EXISTENCE OF THE VOLUNTEER ACTIVITIES.

Participant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age

Parent or Guardian if under 18 years old\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

[\* 19 years in Alabama, Alaska, Nebraska & Wyoming; 21 years in Pennsylvania, Puerto Rico and Mississippi]

**Budget Worksheet**

Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Budgeted** | **Actual** | **Notes** |
| INCOME |  |  |  |
| Mission Center |  |  |  |
| Camper Fees |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |
| EXPENSES |  |  |  |
| Venue Rental |  |  |  |
| Staff Costs |  |  |  |
| Lifeguard |  |  |  |
| Medical |  |  |  |
| Supplies |  |  |  |
| Class |  |  |  |
| Activities |  |  |  |
| Food/Snacks |  |  |  |
| Travel |  |  |  |
| Vehicle Rental |  |  |  |
| Gas |  |  |  |
| Misc. |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |



EXPENSE VOUCHER

HEADWATERS MISSION CENTER

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EVENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAKE CHECK PAYABLE TO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Expense:** Please be specific enough to allow the financial officer to determine what expense account(s) should be charged.  If expenses are for more than one account, please indicate the amount for each one.

|  |  |  |
| --- | --- | --- |
| Expended For | Amount | Account |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL |  |  |

**ATTACH ALL RECEIPTS**

Authorization:

Event Business Manager or Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or Mission Center Financial Officer (MCFO) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or Mission Center President (MCP) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-----------------------------------------------------------------------------------------------------

* The Event business manager or director authorizes all vouchers for the event expenditures.
* The MCFO or MCP authorizes all other requests for reimbursement.

Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_   Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Youth Worker Registration Form Checklist**

Name, address, date of birth complete

Two questions answered – ever been convicted, ever been recorded or investigated

Current congregation and current pastor listed

Three references listed and checked (no relatives)

Form signed and dated (signed by parent if applicant is under 18 yrs.)

Interviews completed with name of reference, designation (position), date, length of acquaintance, and comments as well as favorable/guarded/unfavorable marked

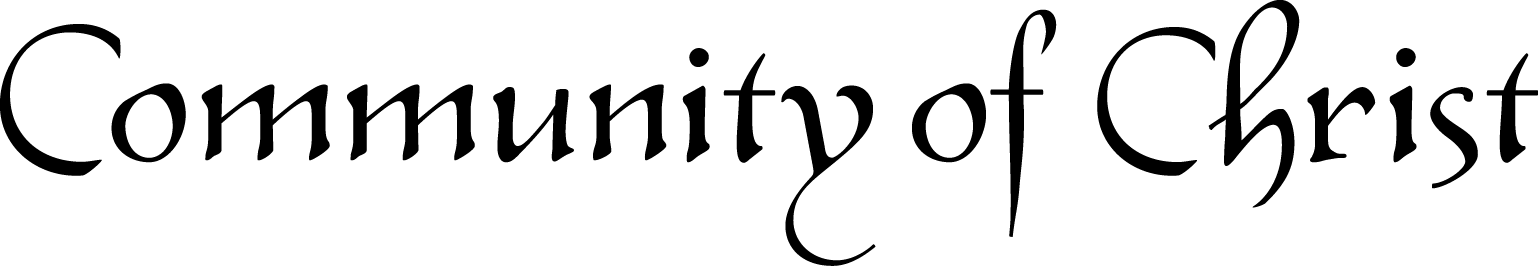
Interviewer signature, designation and date (verify they are not spouse or parent of applicant)

Interviewer’s comment section filled out with “recommend” or “not recommend” checked, signed with title and dated. Top of page 5 completed by person who checks details and makes recommendation.

Mission Center officer signed off (verify they are not spouse or parent of applicant)

Application should not be more than 6 months old from date applicant signed

**Do not submit until applicant is recorded on Shelby**



Children and Youth Worker Confidential Application

*This application is to be completed by all people wishing to serve in* ***any*** *position with the Community of Christ that involves direct contact with children or youth. The intent of this application is to help the church provide a safe and secure environment for young people who participate in ministry and to assist applicants and church leaders in identifying and utilizing gifts and skills of the applicant.*

Date of Application:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(\*Please ensure submission is no longer than 6mths from completion date)*

Full Name: *(Last)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(First)\_\_\_\_\_\_\_\_\_\_\_\_\_(Middle)\_\_\_\_\_\_\_\_\_(Other)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State/Province: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Contact *(Include Area Code)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No

If yes, please indicate the date and nature of the offense. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been or are you currently under investigation by the Department of Social Services (or any equivalent department/agency) for child abuse and/or neglect or any criminal activity involving a minor?

Yes  No

If yes, please indicate the date and nature of the record. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I understand that the church will contact the appropriate agencies if I have answered “yes” to either of the two previous questions, and I give my permission for them to do so.*

Name of congregation/church where you regularly attend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a Community of Christ congregation?  Yes  No Current Pastor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor’s Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pastor’s E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the name, city, and state/province of other congregations you have attended regularly during the past five years. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List previous experience working with young people.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ List any gifts, training, education, or other factors that have prepared you for children and youth ministry.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

last updated:2.13.13 KW Page 1 of 5

Personal References ***No relatives please / If applicant is not affiliated with Community of Christ for more than 6months please consult administrator***

**Reference #1 Reference #2** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/Province:\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip/Postal Code:\_\_\_\_\_\_\_ State/Province:\_\_\_\_\_\_\_\_\_\_\_\_ Zip/Postal Code:\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #3** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/Province:\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip/Postal Code:\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s Statement

I authorize any references or organizations listed in this application to give you any information they may have regarding my character and fitness for children and youth work. I release all such references from liability for any damage that may result from furnishing such evaluations to you, and I waive any right to inspect references provided on my behalf.

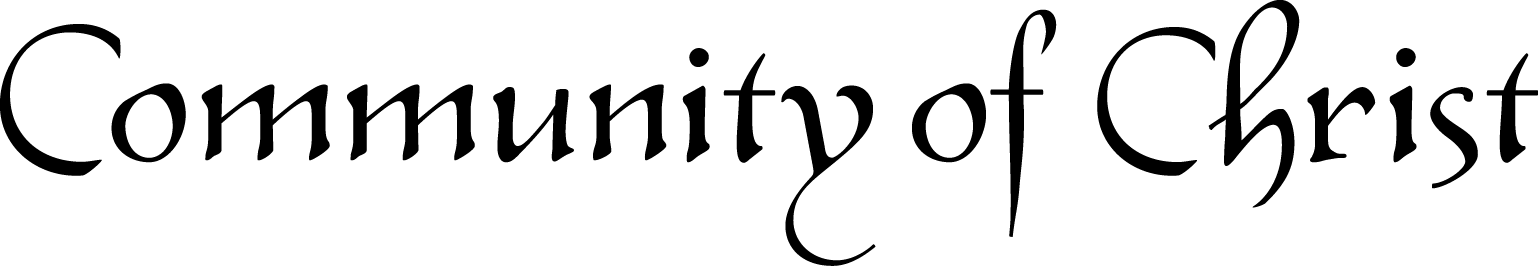
Should my application be accepted, I agree to be bound by the rules and regulations and policies of the Community of Christ, and to act in accordance with those, in the performance of my services on behalf of the church.

I hereby attest and certify that I have never been convicted of nor pled guilty to: child abuse, endangering children, gross sexual imposition, sexual imposition, voyeurism, public indecency, any offense of violence, or any existing or former offense of any municipal corporation, any state, United States, or any other nation that is substantially equivalent to any of the above offenses. *(If you have been convicted of or pled guilty to any of the above offenses and wish to explain the circumstances thereof, please do so on a separate sheet.)* I further certify that I have never been discharged from employment or a volunteer position because of any activity covered by the foregoing.

I hereby authorize any present or former employer, person, firm, corporation, physician, or government agency to answer any and all questions and to release or provide any information within their knowledge or records, and I agree to hold any and all of them harmless and free of any liability for releasing any truthful information that is within their knowledge and records. I further authorize the Community of Christ to conduct a check of my police criminal records and agree that I will fully cooperate in providing all information and signing all documents necessary to conduct such a check.

I hereby attest and certify that the above information provided by me is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may disqualify my application or result in my immediate dismissal if I am already serving in a children- and youth-related position .Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Signature\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*if applicant is under 18 years of age

***Please submit this form to your Community of Christ pastor or other appropriate jurisdictional officer for processing.*** last updated:2.13.13 KW Page 2 of 5



**Record of Contact** **with Children and Youth Workers Applicant’s References:Confidential Information*:* All sections must be completed**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Applicant’s Name*

**First Reference**

Person contacted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friend/member/other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Length of time applicant known\_\_\_\_\_\_\_\_\_\_\_\_ *(Must be more than 6 months*) Method of contact:  Telephone  Letter  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person making contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference’s comments about applicant were  favorable  guarded  unfavorable

Summary of reference’s comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Second Reference** Person contacted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friend/member/other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Length of time applicant known\_\_\_\_\_\_\_\_\_\_

*(Must be more than 6mths*)Method of contact:  Telephone  Letter  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person making contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference’s comments about applicant were  favorable  guarded  unfavorable

Summary of reference’s comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Third Reference** Person contacted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friend/member/other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Length of time applicant known\_\_\_\_\_\_\_\_\_

*(Must be more than 6mths)* Method of contact:  Telephone  Letter  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

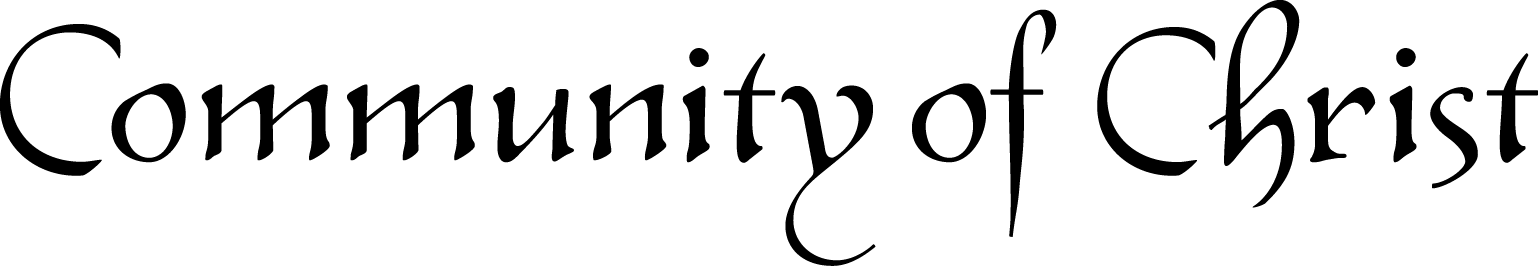
Name of person making contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference’s comments about applicant were  favorable  guarded  unfavorable

Summary of reference’s comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person filing this report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ last update 2.13.13 KW Page 3 of 5



Statement of Personal Interviewer *Confidential Information*

All children and youth worker applicants must be interviewed by the appropriate church officer, or the person designated to do so by that officer. Before the interview, the interviewer needs to review the Application and the applicant’s Record of Contact. The following questions are examples of questions that should be included in the interview.

* What do you feel are your strong points as a children and youth worker?
* What do you feel are your weak points?
* What experience have you had working with young people?
* Summarize your experience with the church.
* How do you feel about receiving training that will help you become a more effective worker?
* Why do you want to be a children and youth worker?
* Describe your involvement in church children or youth programs as you were growing up.
* As you were growing up, did you face any problems that you feel may impact your ministry?
* How do you and your family feel about giving the necessary time to children or youth work?
* How do you feel about being a role model for young people?

I have interviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and reviewed the references.

*Applicant’s Name*

***I recommend***. To the best of my knowledge I find the applicant to be of good character and to possess the qualities needed to serve as a children and youth worker in the Community of Christ.

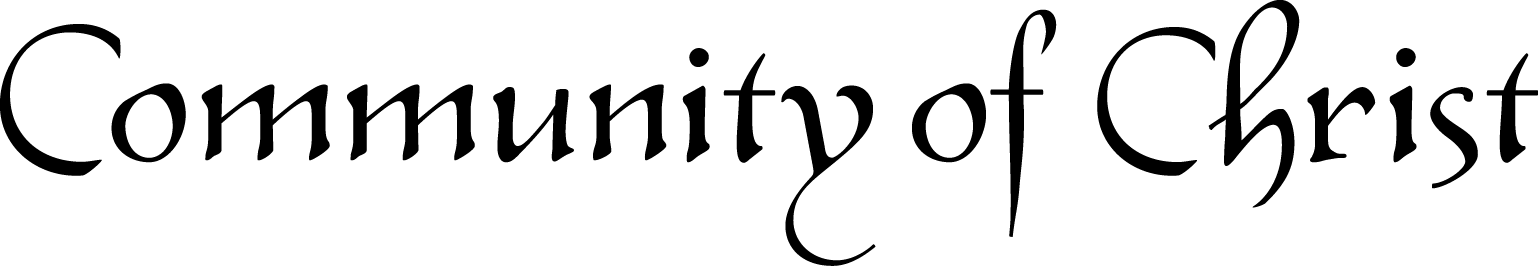
***I cannot recommend*** this individual as a children and youth worker in the Community of Christ.

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print interviewer’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Statement of Church Officer

*Confidential Information*

I have reviewed the Application, Record of Contact, and Statement of Personal Interviewer for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Applicant’s Name*

***I recommend.*** To the best of my knowledge I find the applicant to be of good character and to possess the qualities needed to serve as a children and youth worker in the Community of Christ.

***I cannot recommend*** this individual as a children and youth worker in the Community of Christ.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* Signature of Church Officer ( may / may not be as previous)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Print Name*

Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Church Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State or Province/Zip or Postal Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Mission Center President or Mission Center Financial Officer

*(\*signature required, even if it is the same person as above)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

Mission Center:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\***Best practice dictates different officers if possible**.

last updated: 2.13.13 KW

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**Headwaters Mission Center Event**

**Incident Report**

Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person(s) involved in incident\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person completing report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff who observed incident\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date incident occurred \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time noted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe incident:

Actions taken:

Persons notified:

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Person completing report signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Camp director’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medication Administration Record

Name of Camper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Person administering medications \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Copyright Report Form**

**Report for Songs and Movie Usage for HWMC Events:**

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| --- | --- | --- | --- |
| **Event** | **Song #** | **Song Title** | **Date** |
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**Performance Report for Congregations, MC Events**

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| --- | --- | --- | --- | --- |
| **Event** | **Location** | **Date** | **Title** | **Attendance #’s** |
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Signed by: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity Coordinator Checklist**

Activities during an event are meant to be for everyone and should be fun, age appropriate and inclusive. Keep in mind the abilities of all participants and offer activities that would include everyone.

**Before the Event**

* Know your age group.
  + - Activities will be different for different age groups.
* Work with event director to know the venue spaces available.
* Research fun activities on the internet.
  + - There are many great sites that offer craft suggestions, including all instructions, for different size and age groups.
* Avoid highly skilled activities needing a lot of equipment or skill level.
* Avoid activities that involve complex instruction where there are a lot of people waiting while one person is helped.
* Ensure you have enough staff assistants for the activity.
* Prepare any needed items ahead of time, not during the activity timeframe.
* Collect supplies needed, keeping receipts for reimbursement.

**During the Event**

* Set up supplies prior to the beginning of class.
* Make sure activities are explained well and all understand any safety guidelines.
* Ensure all class assistants understand their role.
* Watch for those who are struggling and need extra assistance.

**After the Event**

* Clean-up activities area and work with director about what to do with left over supplies.
* Turn in receipts and expense voucher to event business manager or director for reimbursement.
* Review what went well and what changes would have been beneficial.

**Business Manager Checklist**

The business manager is responsible for the financial aspects and logistics of the event. Most of our expenses are location specific and therefore have been well documented beforehand. Feel free to contact the mission center financial officer to review previous event expenses.

Mission trips are another level of responsibility for a business manager as the costs are more variable and more logistics information are required beforehand so as to not go over any budget. With camps it is very simplified since the room, and food is all inclusive.

**Before the Event**

* Communicate with event director about budgets and expected number of participants.
* Communicate with the event location administration
  + For JCC Perlstein as an example.  You will need to fill out the location forms, the dinning forms, room requests and other things.
  + For the ARC working with the representatives to setup housing arrangements and dining requirements.
* Look at the online documents to make sure that everyone is registered appropriately.
* Reunion
  + The mission center financial officer typically handles the money
  + Make sure that housing is taken care of.
* Camps
  + Review the contract with the location and making sure that everything is in order with respect to amount owed.

**During the Event**

* Collect any monies from participants.
* Work with event director and location staff to address any financial issues during the event.

**After the Event**

* Ensure that the final dollar figure is appropriate for the number of people that attended.
* Ensure that event staff are reimbursed for expenses.
* Return any financial forms to the headwaters financial officer
* Work with the event director to review event expenses vs budget.

**Campfire Coordinator Checklist**

In general, start with fun and silly songs then transition to more serious and spiritual songs. Play to your strengths and know the songs you’re leading Stick to what you've planned but remember to leave room for guidance from the Holy Spirit. If somebody suggests a song in the middle of campfire and it'll mess with the flow, save it for the next night. Know the next song and start it as soon as the last ended. Any downtime is when you lose your momentum and they’ll start chatting.

**Before the Event**

* Be familiar with the age group you are planning for.
* Be familiar with event theme.
* Plan songs, skits, and sharing time that support the theme.
* Determine how you want to involve others in the campfire.
* Collect any needed props.
* Work with director to ensure appropriate space and supplies for campfire (I.e. wood, fire starters, flashlights, seating).

**During the Event**

* Pay attention to things happening during the event that may be worked into the campfire.
* Pay attention to the energy level of the participants and adjust the length of your campfire accordingly.
* If appropriate, try to include participants in skits or songs.
* Work with venue employees to set up fire and seating before campfire is scheduled.

**After the Event**

* Review what went well and what changes would have been beneficial.

**Director Checklist**

**Before the Event**

* Attend Director’s Retreat
  + Provides valuable information regarding Mission Center rules/regulations, advertising, budget and support.
* Pick location/date
  + Factor in budget, drive times and location
  + Contact facility
  + Contracts must be signed by Mission Center (Delores)
  + Maintain contact about programming and facility use
  + Check into food, lifeguards, building use and any extra costs
* Pick theme
  + Based on Mission Center recommendations/previous camps
  + Share theme with staff.
  + Create activities that center around/promote theme.
* Create budget
  + Set budget according to Mission Center guidelines.
  + Outline programming, facility, food and any extras and send to Mission Center.
  + Appoint Business manager to handle financial aspect of camp (e.g., Registration fees, programming fees, etc.)
  + Set fees (based on Mission Center guidelines)
  + Decide if staff will pay or if cost can be covered
* Identify Staff for camp
  + Adhere to staffing requirements
  + Number ratios (Male/Female)
  + Youth worker certified
  + Send list of staff to Mission Center to check if all are youth worker registered. If not registered, work with Mission Center/local pastor to determine whether process can be completed by camp dates.
  + Contact staff as soon as possible. Describe their specific roles.
  + Keep an open dialogue! Continually update staff with theme, numbers of campers, budget. Make sure all staff has what they need for any programming.
* Staff meeting/planning sessions
  + Mission Center staff PowerPoint, expectations, budget, theme
* Advertise Camp
  + Contact Mission Center (Delores) for list of campers, and contact everyone!
  + Create Flyers/save the date promotional material
  + Send to Mission Center and campers
  + Create Welcome letter/email to campers

Director Checklist Continued

**During the Event**

* Facility check-in
  + Maintain open communication with facility workers
* Camp set up
  + Create safe/creative/fun space for campers
  + Make sure staff has everything they need
  + Business manager and camp nurse available at camper registration
* Staff
  + Check in with staff daily
  + Provide staff with Mission Center reimbursement form
  + Ask staff to save any receipts for materials they purchased for camp
* Campers
  + Create safe/welcoming space to explore theme

**After the Event**

* Perform thorough walk-through of facility
  + Confirm final numbers and payment procedures
* Send ‘Thank you” notes to staff and facility
* Send final list of expenses to Mission Center
* Send all hard copy paperwork (i.e. incident reports, registration forms, signed permission forms, etc.) to Karen Hill
* Send a summary of the camp (can include pictures) to Mission Center
* Send out evaluation to staff and campers

**Food Service Coordinator Checklist**

Many of our events are held at venues that include food services. On those occasions when we provide the food ourselves it is important to have a food service coordinator. This person should have knowledge of how to cook for the size group attending the event. He or she should understand state regulations around food handling and preparation standards. It is their responsibility to ensure all those who assist with preparing and serving the food follow state regulations.

**Before the Event**

* Works with the director to schedule meal/snack times and know the number of participants attending.
* Reviews food allergy and diet restrictions noted on event registration forms and tries to meet participant dietary needs.
* Review state regulations around food handling and preparation standards.
* Plan meals that provide nutritious food options for participants.
* Check with venue staff about what is available in the kitchen regarding cooking equipment and food storage.
* Purchase food needed, keeping receipts.

**During the Event**

* Ensure cooking facilities are clean.
* Ensure food is stored safely.
* Ensure that all those who assist with preparing and serving food follow state regulations.
* Ensure that the kitchen and eating area are clean after each meal.

**After the Event**

* Work with event director to determine what to do with leftover food.
* Ensure facilities are left clean and all food has been removed.
* Turn in receipts to business manager or director.

**Medical Staff Checklist**

Medical staff must ensure that their licensure is current at the time of the event. Malpractice insurance is the responsibility of the healthcare provider.

**Before the Event**

* Ask director for list of participants to learn names
* Ask director for access to Campdocs to review health forms, noting allergies, health conditions, medications, food restrictions, activity restrictions and other health related concerns
* Communicate with director any relevant health concerns about participants, following HIPPA guidelines.
* Ensure that you will have access to medical and insurance information during the event. You may need to print off hard copies of the information if electronic access will be limited.
* Determine event location address and phone numbers, and driving directions from event location to nearest emergency medical facilities
* Determine phone numbers of local police and poison control
* Review Community of Christ abuse prevention and mandated reporter guidelines
* Assemble notebook with
  + Emergency contact information
  + Medication administration sheets
  + Incident report sheets
  + Relevant reference materials in case of no internet access
* Obtain headwaters mission center first aid kit or assemble own
  + Variety sized bandages
  + Ace wrap
  + Safety pins
  + Tweezers
  + Scissors
  + Hand sanitizer
  + Antiseptic towelette
  + Antibiotic ointment
  + Thermometer
  + Disposable gloves
  + Small, medium and large sterile gauze dressings
  + Tape
  + Alcohol free cleansing wipes
  + Cold pack or reusable ice bag
  + Whistle
* Create a small first aid kit from select items above to carry with you for quick access
* Assemble over the counter medications needed for the event
  + Acetaminophen
  + NSAIDs (Ibuprofen, aspirin)
  + Bismuth Subsalicylate (Pepto-Bismol)
  + Calamine lotion
  + Cortisone cream
  + Benadryl
  + Bug repellant
  + Sun screen
  + Aloe Vera gel

Medical Staff Checklist Continued

**During the Event**

* Do a health screening on each participant at the beginning of the camp
  + Evaluate participant for current overall health
  + Ask about any current bruises, lacerations, or abrasions
  + Review medications and collect any medications brought to event (youth only)
  + Make a plan with participant about when and where you will be administering their medications
  + Review pertinent information on health forms
  + Educate participant on protocol of reporting abuse
* Assist director in developing an emergency response plan should the nature of the incident exceed the capability of the medical staff on site.
* Assist director in developing an emergency response plan in case of fire or weather- related emergency
* Store medications in an appropriate and secure location
* Store medical records and documentation in a location to ensure privacy
* Administer medications to youth
* Provide first aid and medical care to participants within your legal scope of practice
* Complete proper documentation of medication administration and medical care provided
* Be aware of participants eating and sleeping patterns while at event and communicate any changes or concerns with director
* Review planned camp activities and communicate any safety concerns with director

**After the Event**

* Return all collected medications to participants
* Submit any medical related documentation to event director
* Make note of or replace any used supplies from first aid kit.
* Review what went well and what changes would have been beneficial.
* Turn in receipts to business manager or director

**Pastoral Care Checklist**

Serves as a spiritual leader and offers pastoral care to participants and staff.

**Before the Event**

* Contacts director to understand the event theme and age group needs.
* Asks director for names of participants to learn names.
* Participate in a daily spiritual practice for weeks before event begins.
* Uphold the event staff and participants in prayer before event.
* Prepare short staff devotions (if director asks for them)

**During the Event**

* Be highly visible at all activities bringing a spirit of love and care.
* Support the spiritual exploration of participants.
* Build supportive relationships.
* Uphold the event staff and participants in prayer during event.
* If asked for, provide short devotions for the staff.
* Bring any event concerns to the director.

**Recreation Coordinator Checklist**

Recreation during an event is meant to be for everyone and should be fun, inclusive, with friendly competition. Keep in mind the abilities of all participants and offer activities that would include everyone.

**Before the Event**

* Know your age group.
  + - Recreation games/activities will be different for different age groups.
* Work with event director to know the venue recreation spaces.
* Research fun group games on the internet.
  + - There are many great sites that offer game suggestions, including all instructions, for different size and age groups.
* Over plan for the number of games you believe you will need.
  + - If you have an hour and think 3 games are enough, plan for 5 games as some are more successful than others.
    - Some games, while seeming to take a while to complete on paper, actually can be played very quickly.
* Avoid games that don’t involve everyone
* Avoid highly skilled games or games needing a lot of equipment, such as baseball, football, etc.
* Choose games that involve a lot of running and a high level of physical exertion.
  + - Team races of a non-athletic nature, are good.
    - Chasing games are good.
* Avoid games that involve a lot of standing by many people.
* Team games are okay as long as an adult makes the teams
  + - Kid captains can result in lopsided ability teams which can ruin not only the daily activity, but the entire week for some kids and can lead to tension within the camp.
* Prepare any needed items like balloons, rope, field location markings, etc., ahead of time, not during the activity timeframe.
* Collect items needed for recreation, keeping receipts for reimbursement.

**During the Event**

* Set up equipment prior to the beginning of class.
* Leave one day open for suggested games. Take suggestions early in the week, giving a sense of ownership to the campers. Participation and moral will increase across the board.
* Make sure your choices are age appropriate, safe, exciting and don’t take much to explain/understand.

Recreation Coordinator Checklist Continued

**After the Event**

* Turn in receipts and expense voucher to event business manager or director for reimbursement.
* Review what went well and what changes would have been beneficial.

**SPEC Coach Checklist**

Team contests at SPEC are a great way for youth to have fun, try new things, support others as part of a team and feel supported by a team regardless of the outcome. At SPEC these events are not merely contests, they are an opportunity for youth (and Staff) to *experientially* learn about themselves, other people and God in a safe environment.

As a SPEC delegation staff member, you may be asked to coach a team. Team events often are often sporting related but may include other team contests like “College/Knowledge Bowl”.

**Guiding Principles**

As a coach the following guiding principles will help you keep focused on the things that matter most for successfully fulfilling your role:

* Support the kids in having fun… win, lose or draw.
* Make it a safe place emotionally for kids to try something new. (new sport, new skills, teamwork, new role on a team, etc.)
* Uphold the worth of each person: participants, referees, coaches and spectators.
* Teach, set expectations, model and continually coach regarding how to encourage and support one another. Do the same to support good sportsmanship with the other team.
* Give each person an equal opportunity to play (as much as possible). Always remember that SPEC is about participation, not about winning.
* Remember, it is about the players on both teams having a positive experience. As a coach you are a steward for creating a positive environment.

**Before the Event**

The following information and items should be gathered as soon as possible to prepare for the coach role:

* **Level of Play** – At SPEC teams are divided into different skill levels to make competition fair and fun for participants. These levels are designated by a color. As a coach it is important to understand the skill level of your team and competition. For lower to moderate skill levels, the coach needs a familiarity with the game rather than expertise. At the highest skill levels, team would benefit from coaches with more experience with the sport or event. It is important to adjust your coaching to the appropriate skill level.
* **Basic Game Rules** – During SPEC rules for sports or contests may be changed in order to manage:
  + ***Duration*** – Rules may be changed to keep game durations within limits. For example, in softball the rules are changed to only give batters only 3 pitches and foul balls are considered outs.

Spec Coach Checklist Continued

* + ***Safety*** – For example, play may be stopped if an errant ball enters the play area. Also, there may be some regulations regarding required safety equipment or what jewelry can and cannot be worn during competition.
  + ***Participation*** - For example, co-ed team contests may require a specific ratio of boys to girl. Also, the number of players may be changed due to various constraints.
  + ***Level of Play*** – For example, in the more novice skill levels for soccer, the referees may not strictly call off-sides unless there is a gross violation.
* **Equipment** - For many events game balls and some equipment are provided. However, for practice and warmup, each delegation is responsible for having their own equipment. Check with your director regarding what delegation equipment is available**.** 
  + Volleyball – Practice balls, ball bag, small pump.
  + Soccer balls – practice balls, ball bag, small pump, shin guards. It’s best to ask campers to bring their own personal shin guards, if they have them. Many campers may not play the sport outside of SPEC and so may not own equipment. Before each game, SPEC provides some basic (very sweaty) shin guards for participants who do not have their own.
  + Softball – Practice softballs, bats, and gloves. It’s best to ask campers to bring their own glove, if they have one. Again, many campers may not own equipment. Before each game, SPEC has some equipment that can be checked-out by participants.
  + Basketball – Game and some practice balls are provided.

**Before Game**

* Each morning communicate when and where the games will take place that day. Identify and try to resolve any scheduling issues with participants. Communicate when participants should arrive.
* Develop your initial team roster including positions and rotations of participants so all can play. Changes are often needed or desired during the game, but it’s best to go in with a plan. Listen to participants desires for positions they want to play, but also convey that you want to give everyone a chance to play their desired positions and they may have to take turns. It can also be fun for them to try something new.

**During the Event**

* Just before the beginning of play, inform your team about your initial roster and rotation plan.
* At the beginning and end of each event there is a circle prayer. This is important in getting your players into the right frame of mind before and after the heat of competition. *Strongly* encourage each team member be part of this important ritual.
* Provide coaching regarding strategy and teamwork that may be helpful.
* Coach, reiterate, reiterate and model how you want your team to encourage and support one another.
* Manage rotations and adjust rosters / positioning as needed.

Spec Coach Checklist Continued

* Keep yourself and the team focused on the Guiding Principles stated above.
* If there is a significant skill level mismatch between teams, adjust your roster or positioning or engage the other team’s coach to determine how best to make the game fun for all.
* Do your best to keep players safe.
  + Be aware of players’ physical condition signs.
  + Encourage hydration – this becomes very important if the weather is hot and humid.
  + Monitor physical exertion. Rotate players to allow adequate recovery during the game. Watch for signs of heat exhaustion and get players medical attention immediately if you see symptoms.
  + If there is a minor injury, be observant to determine if he or she should play at all, sit out for a while to recover, or play while restricting type of play or exertion level. If you have any concerns about safety, have a staff member go with the player to see the trainer or doctor.
  + If there is a major injury get the player immediate medical attention. Contact the director to determine next steps. Call in additional staff members to see to the concerns and needs of the remaining team members.

**After the Event**

* Bring the team together for a short debrief. Keep the conversation short, constructive and supportive.
* Assistant Referees – For some sports each team is required to supply an assistant referee for the following game. Ask for volunteers from the team and/or you can do it. Try to make it fair so that the same person doesn’t have to stay to referee each time.
* Gather all delegation equipment and secure the bags either by the officials’ desk or take back to dorm room.

***Have fun and enjoy your role as coach!***

**Teacher Checklist**

Teacher is a very important role at events. This role has the opportunity to work closely with participants, introduce new ideas, reinforce Community of Christ beliefs, and build community. It is important to take time before an event to know the age group you are working with, their needs and learning styles. Some people learn best by listening, others by seeing, others by doing. Try to incorporate all types of learning styles in your classroom. Bring a loving, accepting attitude to all students.

**Before the Event**

* Communicate with event director about event themes, class size and ages of students.
* Prepare lessons that reflect event theme and reflect Community of Christ beliefs.
* Collect all material needed, keeping receipts for reimbursement.

**During the Event**

* Set up classroom ahead of time so participant can be greeted on the first day of class.
* Set clear, concise classroom expectations.
* Organized materials and set up that leads to efficient transition between activities.
* Encourage student involvement and contribution in the classroom.
* Check that students can demonstrate knowledge growth and ability to generalize lessons to own life.
* Make learning fun and enjoyable for students.
* Use student helpers to increase "buy-in" and provide assistance to the teacher.
* Be aware of non-verbal interactions/body language with students.
* Be aware of using a tone of voice that engages students.
* Remember simplifying the message increases retention.

**After the Event**

* Turn in receipts and reimbursement voucher to event business manager or director.
* Clean up classroom space.

**Worship Coordinator Checklist**

The worship coordinator is willing to organize and conduct age-appropriate worship and spiritual activities consistent with the beliefs and enduring principles of the Community of Christ and in harmony with the theme and goals of the event.

**Before the Event**

* Work with director to understand event themes and age groups of participants.
* Consider the spiritual needs of all participants including church members, non-church members, believers, non-believers and seekers when planning activities.
* Collect supplies/equipment needed for worship setting and activities, keeping receipts.
* Work with director to understand venue facilities for worship activities (Internet capabilities, AV equipment supplied, room size, chairs, tables etc.).
* If appropriate, involve a variety of participants in worship planning.
* Assign someone to cover your audio/visual needs during the event.
* Ensure that all music and video’s follow the copyright guidelines getting permission for use ahead of time if necessary.

**During the Event**

* If appropriate, involve participants in worship presentations and activities.
* Ensure that all worship participants have a clear understanding of their role.

**After the Event**

* Complete Copyright Report Form (in Forms), as necessary.
* Turn in receipts to business manager or director.
* Review what went well and what changes would have been beneficial.