

The
Camp-In-A-Van
Program



A Program from Ferncliff Camp and
Conference Center

The Basics

What is Camp-In-A-Van?

Camp-In-A-Van is a weeklong unique blend of outdoor ministries and congregational ministry. It is a joint effort between the camp and the congregation. Camp-In-A-Van is designed for young people who have completed grades K-6*. Junior and Senior High programming is also an option during the Camp-In-A-Van week. Ferncliff will provide programming (staff, art supplies, game equipment, curriculum resources, and miscellaneous stories and activities) and the congregation will provide support services, promotion of the program, and involvement in the program as arranged between the camp program director and the congregation's coordinator. The curriculum is Christ-centered and activity based, which encourages hands-on learning.

Purpose

The purpose of Camp-In-A-Van is to assist congregations in providing a quality Christian outdoor ministry experience **at their site**. During this time, we hope to get young people enthused about camping, but our bigger goal is to get them enthused about congregational ministry and a life with Christ. Our hope is that your Camp-In-A-Van will be a program of youth evangelism and outreach for your church. This is why congregational involvement is so important.

Strength

The strength of Camp-In-A-Van is people. Camp-In-A-Van teams are comprised of young adults who are selected for their Christian commitment and love of children. They are trained to lead Bible studies, worship, songs, crafts and wild and zany recreation. It is relational ministry and our emphasis is to offer quality Christian role models for young people.

Uniqueness

The uniqueness of Camp-In-A-Van is flexibility. Camp staff will work with each church to design a program specifically to meet the needs of your church. This manual will help your church consider and plan for a Camp-In-A-Van experience this summer.

**Our experience has shown that preschool children need special programming and generally our staff are not trained in working with the younger children. If you would like a program for that age group, we can assist, but recommend that congregational volunteers staff it.*

The Elements of Camp-In-A-Van

Morning Activity/Game	A game/craft that involves the children while they arrive in the morning.
Morning Worship and Theme Introductions	A time at the beginning of each day to introduce the theme through the use of scripture, prayer, songs, and a video clip/drama.
Small Group Bible Study	Our weekly theme will be developed in small groups. The children will be asked questions based on a skit or story from the morning worship. Bible study and activities are also used to help children deepen their understanding.
Arts and Crafts	The campers make something each day that ties into the daily theme and provides them an opportunity to share their experiences with others.
Lunch	Children bring their own sack lunches for the noon meals everyday. Some congregations may choose to provide these.
Games/Recreation	Camp style fun, wild, wacky, zany games as well as group building activities.
Story Time	Time will be taken for a classic story, for example, C.S. Lewis' "Lion, Witch and the Wardrobe," to be read and finished by the end of the week. This is a perfect time for kids to wind down a little in the middle of the day.
Off-Site Adventures	Congregations may elect to work with camp staff to plan off-site adventures. This is an option only. Adventures may include bowling, a lake trip or city pool, library, or hike. Some of these activities may require additional staff or money.
Closing Worship	A time at the end of the day used for closure and wrap-up of the day's them. The time contains celebration and praise through songs, prayer, scripture, drama and stories.

Sample Camp-In-A-Van Schedule

Sunday	Afternoon/Evening – Staff will arrive and meet with the coordinator from the congregation at the church. If possible this is a good time for staff to be introduced to volunteers and visit about logistics.
Monday – Friday	The camp day may run 9:00 AM to 3:00 PM. Campers will be engaged in activities lead by trained staff. Some churches choose an earlier dismissal time of 1:30 PM. We recommend closing Friday at an earlier time to allow travel time for staff returning to camp.
Thursday Evening	<u>Optional Family Night Program</u> – This evening is designed for children to share with their parents what they have been doing throughout the week. It can include crafts, skits, and singing. A potluck dinner is a great way to kickoff the evening. There is the possibility of a sleep over for campers.
Monday, Tuesday Wednesday Evenings	Staff are available to lead a Special Event for Junior and/or Senior High youth. Please discuss this option with the camp Program Director prior to your event week.

A Typical Day

- 8:15 Staff Meeting & devotions – camp staff and volunteers prepare for the day.
- 9:00 Arrival of children and check-in – A game or craft will also take place during this time.
- 9:30 Morning Celebration and Energizers
- 10:15 Small Group Bible Studies
- 10:45 Snack
- 11:00 Crafts based on curriculum and games by age groups
- 11:30 Lunch
- 12:00 Large group game/Option for off-site activity
- 1:00 Storytime
- 1:30 Snack
- 1:45 Activity time (game, crafts, chalk, etc)
- 2:30 Closing Worship
- 3:00 Parents pick up children
Staff review the day and make preparations for the next day.

This is a general outline of what the daily schedule might look like. Each Camp-In-A-Van will vary according to the options that are available. (One church does a late afternoon, early evening program, so it's schedule is obviously different.) We want this experience to be the best possible for you congregation and will work with you to blend the resources within your congregation and community with our Camp-In-A-Van staff.

Camp-In-A-Van Fees And Registration Procedures

Fees for Summer 2011

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| \$995.00 | This fee includes three camp staff, curriculum materials, and materials for craft activities. Depending on the number of volunteers we expect this amount of staff to be sufficient for 30 campers or less. |
| \$220.00 | For congregations holding larger camps that require more staff this will be the charge for each additional Ferncliff staff member. |
| \$ 00.30 | Travel cost per mile, to and from your church. |

Registration Procedure

1. A non-refundable deposit of \$200.00 must accompany the **signed**, Camp-In-A-Van contract form. The dates that you request will be secured upon receipt of the contract and deposit. The balance of your fee will be **due at the end of the Camp-In-A-van program**.
2. The congregation is responsible to pay for the number of staff reserved and specified in their contract. The number of staff cannot be reduced or increased by either the camp or congregation **three weeks** prior to the start of the program without mutual consent from both the camp and the congregation. In some instances, Ferncliff may request that additional staff be allowed at no extra cost to the church. This request would be made if additional staff is available and it would be in the best interest of a successful program for the congregation. The only additional requirements would be that the staff being provided at no charge be given the necessary accommodations of housing and food.
3. Cancellations of Camp-In-A-Van before **May 1st, 2011** will result in the forfeiture of the \$200.00 of your deposit. Any cancellations **two week** prior to the program will result in the congregation being responsible for 80% of the total fee minus the deposit.

It is the intention of Ferncliff that this program be available to all interested congregations. If you feel like the fees maybe prohibitive you are encouraged to contact the camp office (501) 821-3063

How to have Camp-In-A-Van at your congregation this summer

1. The camp will send information regarding Camp-In-A-Van to interested congregations.
2. The congregation reviews the material, completes the APPLICATION and returns it to Ferncliff.
3. A confirmation letter will be sent to the congregation by Ferncliff if congregation is accepted. The congregation will then be sent a contract and be asked to put down a deposit.
4. The congregation selects a local planning committee and coordinator, and sets up a pre planning session with a Ferncliff staff member. This meeting can take place by telephone.
5. The congregation coordinator and camp staff meets. The purpose is to review the program, make adaptations to fit the goals of the congregation, and set the schedule for the week, including any special events. This meeting should take place at least a month in advance of the scheduled Camp-In-A-Van.
6. Congregation begins planning for publicizing the event, housing for Ferncliff camp staff (if necessary), special events, off-site activities and contacting the necessary volunteers.
7. Planning committee secures the volunteers; some or all may come from the planning committee.
8. Continued communication between the congregation coordinator and Ferncliff camp staff member regarding schedules, number of children, and other details.
9. Sunday evening the staff arrives to meet with the congregational coordinator and volunteers.
10. Enjoy what we pray will be an inspiring week for the youth of your congregation.
11. Final payment is due at the close of the camp week.
12. Please return evaluations to Ferncliff Camp following your Camp-In-A-Van program. Your feedback is important for continued improvement and making sure that the congregation's objectives and goals are being met.

APPLICATION

Form

**CAMP-IN-A-VAN
APPLICATION FORM**

Church: _____

Address: _____

Phone: _____ **Fax / E-mail** _____

Contact Person: _____ **Phone:** _____

Mark the start and end times your church desires.

1st choice: Start Date _____ End Date _____

2nd choice: Start Date _____ End Date _____

Start Time each day _____ Daily end time _____

Any special evening activities, list times and dates:

Mark approximate numbers per age range.

1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____

Jr. High _____ (evening) Sr. High _____ (evening)

Can your Church provide at least 4 volunteers to be there at all times? YES/NO

Why are you applying to have Camp-In-A-Van?

Responsibilities

Ferncliff's Camp-In-A-Van Staff Roles and Responsibilities

Staff

Ferncliff Camp provides a Camp-In-A-Van leader and counselors who are caring, committed, and prepared to provide you with an amazing Camp-In-A-van experience.

The Curriculum and Supplies

The curriculum is a summer Bible study program especially designed for use with camp and Camp-In-A-Van programs. Equipment, supplies, music, and crafts related to the program will be provided.

Planning and Training

A staff member from Ferncliff will be in contact with your congregational coordinator and planning committee to create a week of meaningful activities. Expect to be contacted a month in advance of your camp date.

Transportation

Ferncliff will provide transportation for the camp staff to your congregation on Sunday and for return to camp on Friday.

Insurance

Ferncliff's Camp-In-A-Van programs should be insured under your church's liability policy. Camp staff is insured through the Ferncliff's Worker's Compensation Policy.

Congregational Roles and Responsibilities

Housing and Food for Ferncliff's Camp Staff

Ferncliff's camp staff may be housed together at the church or in private homes. (In the case of churches who are in close proximity to camp, staff may opt to drive daily between the camp and the church.) It works best if staff can be housed together or at least two or more per private home. The congregation is responsible to provide **ALL** meals for the Ferncliff staff during the Camp-In-A-Van program. Congregations are free to arrange these in any number of ways. Lunches should be provided at the Camp-In-A-Van site. Evening meals can be arranged through the host families or other families during the week.

**Reminder about lunches. Lunches can either be sent by the host families whom staff are staying with or other volunteers can bring the lunch to the site. Please remember that staff are young college age adults participating in a very active schedule. If a staff member has special dietary needs this will be communicated to the congregational coordinator.

Transportation

Ferncliff staff is responsible for their own transportation to and from the main Camp-In-A-Van site each day. The congregation is responsible for transportation of children for any off-site adventure unless otherwise coordinated prior to the Camp-In-A-Van week.

Planning Committee Leadership

The planning committee needs to provide leadership and communicate the needs and desires of the congregation. The planning committee also needs to provide the necessary leadership to work with the camp staff and the children in order to meet the necessary ratios of campers to staff and volunteers. Depending on camper ratios, volunteers may need to lead activities and small group studies and directly work with the youth.

The Site

The best possible arrangement for the Camp-In-A-Van program is to have both a building **AND** a park, playground, or open field. It is also important that the facility be adjacent to the park or field so that recreation and games can be enjoyed throughout the day. This building is important in case of inclement weather. Immediate access to telephone, rest rooms, and running water are also necessary.

Job Descriptions

It is assumed that all Ferncliff staff and church volunteers shall be dedicated to their ministry with people in the name of Christ. They shall seek to aid in the development of the program in such a way that the faith of all campers and staff have an opportunity to grow.

Ferncliff Camp Staff Shall:

- ❖ Assume final planning and decision-making responsibility for the Camp-In-A-Van program. (Camp-In-A-Van Leader is designated to be in charge.)
- ❖ Be present at all planning and Camp-In-A-Van events and stay for their entirety.
- ❖ Be open to all ideas and suggestions to change the program to best serve the local church.
- ❖ Insure that safety is of primary importance and be familiar with emergency procedures. (This is extremely important and takes priority.) All Ferncliff staff is trained in First Aid & CPR.

Congregation Camp-In-A-Van Planning Committee Shall:

- ❖ Composes a list of goals and expectations.
- ❖ Offer suggestions and ideas for the program so that it best fits the needs and resources of the congregation.
- ❖ Select and secure the Camp-In-A-Van sites. (If it is necessary reserve park and recreation areas.)
- ❖ Determine a congregational coordinator and volunteer staff. (Volunteer staff includes people to set-up snack each day for the children.)
- ❖ Secure housing and meal arrangements for the Ferncliff Staff.
- ❖ Promote Camp-In-A-Van to youth in your church and larger community.
- ❖ Plan for and arrange a congregational/family/community event for a program, (Typically on Thursday evening.) if desired.

Local Coordinator Shall

- ❖ Serve as the liaison between the camp and congregation.
- ❖ Chair the meetings of the planning committee and provide guidance on an action plan to insure progress of the committee's work.

- ❖ Oversee preparation details before the actual Camp-In-A-Van begins. (See checklist)
- ❖ Work with staff in establishing emergency procedures and make arrangements with local health care facilities.
- ❖ Coordinate the evaluation of the Camp-In-A-Van program.

Volunteer Counselors Shall:

- ❖ Attend a volunteer training session lead by camp staff or the congregational coordinator, if necessary.
- ❖ Work with the Ferncliff staff to plan and implement the program.
- ❖ Share specific skills by leading any group activities that they chose i.e. crafts, music, games, playing guitar, etc.
- ❖ Work with the small group in coordination with the Ferncliff staff member in leading Bible study.
- ❖ Give feedback to Ferncliff staff leader throughout the week and at the end of the week through the evaluation.
- ❖ Know the safety and emergency procedures of the congregation.

Snack Volunteers (Lunch Volunteers if serving) Shall:

- ❖ For morning and afternoon snack one to five volunteers bring daily snacks and beverages.
- ❖ Lunch – One to five volunteers will provide beverages for children and staff. Volunteers may also provide the noon meal for Ferncliff staff depending upon what the planning committee desires.
- ❖ If lunch is being provided to the children, specific responsibilities are to be determined by the planning committee.