



BETHELWOODS
CAMP AND CONFERENCE CENTER

Camp-In-A-Van

A Mission of Bethelwoods Camp
and the Presbyteries of
Providence and Charleston Atlantic

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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 Bethelwoods and the congregation. Camp-In-A-Van is designed for young people who have completed grades K5-5*. Junior and Senior High programming is also an option during the Camp-In-A-Van week. Bethelwoods Camp will provide programming (staff, 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 Director and the congregation's Camp-In-A-Van 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. In other words, we want to bring camp to your congregation for a week. During this time we hope to get young people enthused about learning about God and engaging with one another. 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 specifically for their Christian commitment, work ethic, and love of children. They are trained to lead Bible studies, worship, singing, crafts and all sorts of fun games and activities. 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 is 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. We can also help with a preschool curriculum that follows the summer's theme. Please contact our office for more information.*

The Elements of Camp-In-A-Van

Morning Activity/Game	While the kids are arriving in the morning, the staff will have an activity/ game prepared. This will usually be something that is easy to add participants in as kids will arrive at different times.
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 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 of God through our weekly theme.
Arts and Crafts	Campers make something each day that ties into the daily theme and provides them an opportunity to share their experiences with others.
Lunch	Churches may choose to provide lunch or ask the campers to bring their own sack lunches each day.
Activities	We try to bring as much of the fun of camp to your church as we can through activities that are traditionally done during the week at Bethelwoods. Examples: Games, songs, sling shots, water games, gaga ball, s'mores, ect.
Story Time	Time will be taken each day to read stories. This is a perfect time for kids to wind down a little in the middle of the day.
Special Programming	Congregations may elect to work with camp staff to plan off-site adventures and other special programming options. This is not required, but can be a fun option. Adventures may include a trip to a park or city pool, ect. Programming might include a visit by a fire truck or ice cream truck, ect. There are many options open to churches and this is a way for congregations to put their unique spin on the week. Some of these activities may require additional staff or fees.
Closing Worship	A time at the end of the day used for closure and wrap-up of the day's theme. The time contains celebration and praise through songs, prayer, scripture, drama and stories.

Curriculum for Summer 2023

Fruitful Faith

“Have you ever seen God at work and wondered why the moment was so clear? Have you wondered what you could do to try and connect with those moments and feelings? Paul’s letter to the Church in Galatia will come alive this week as we explore the fruit of the Spirit. Seeing this fruit all around assures us we have encountered God. We will see how these same fruit flow freely from us when we walk in the Spirit. Scripture is honest about how complicated life can be. The fruit of the Spirit show us we are on the right track as we observe, receive, and embody these virtues.”



Sample Camp-In-A-Van Week 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 for the week.
Monday – Friday	The typical camp day may run 9:00 AM to 3:00 PM. Campers will be engaged in activities led by trained staff. Some churches choose an earlier dismissal time of 1:30 PM or a later dismissal time of 4:30 PM. The exact times of the Camp-In-A-Van program are flexible and can be adapted to fit the needs of the church. However, we recommend closing Friday at an earlier time to allow travel time for staff returning to camp for closing staff meeting.
Weekday Afternoon	One afternoon a week is typically reserved for water day. This fun activity may involve water games, a slip-n-slide, sprinkler, ect. This is dependent on the outside space and water hook-ups available at the church.
Thursday Evening	<u>Optional</u> Family Night Program 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 kick off the evening.
Monday, Tuesday, Wednesday Evenings	Staff is available to lead a Special Event for Junior and/or Senior High youth. This can include a bible study, team building games, ect. This is a good way to include the youth in the church in the Camp in a Van Program. Please discuss this option with the Bethelwoods Camp Staff prior to your event week.

Sample Camp-In-A-Van Daily Schedule

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 Worship
10:00	Small Group Bible Studies
11:00	Activity Block (games/crafts/ect.)
12:00	Lunch
12:30	Story Time
1:00	Large group game/Option for off-site activity/ Activity Block
1:45	Activity Block (games/crafts/ect.)
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 its schedule is obviously different.) We want this experience to be the best possible for your congregation and will work with you to blend the resources within your congregation and community with our Camp-In-A-Van staff.

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

1. Review the Camp-In-A-Van material with your congregation, complete the reservation form and return it with the deposit to Bethelwoods.
2. Bethelwoods will confirm your requested week for Camp-in-a-Van upon receipt of the reservation form and deposit.
3. The congregation selects a local planning committee and coordinator, and sets up a pre-planning session with a Bethelwoods staff member. This meeting can take place by telephone.
4. The congregation coordinator and camp staff meet. 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.
5. Congregation begins planning for publicizing the event, housing for Bethelwoods camp staff (if necessary), special events, off-site activities, and contacting the necessary volunteers.
6. Planning committee secures the volunteers; some or all may come from the planning committee.
7. Continued communication between the congregation coordinator and Bethelwoods Camp staff member regarding schedules, number of children, and other details.
8. Sunday evening the Bethelwoods staff arrives to meet with the congregational coordinator and volunteers. Church coordinator will take staff on a tour of the church to orient staff as to available space. Bethelwoods staff and volunteers will coordinate as to any important details for the week.
9. Pray that the Camp-In-A-Van program will be an inspiring experience for the youth of your congregation.
10. Final payment is due at the close of the camp week.
11. Please return evaluations to Bethelwoods 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.

Starting thinking about your dates for next year's Camp-In-A-Van program!

Bethelwoods Camp-In-A-Van Staff Roles and Responsibilities

Staff

Bethelwoods 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 Bethelwoods 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

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

Insurance

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

Congregational Roles and Responsibilities

Housing and Food for Bethelwoods Camp Staff

Bethelwoods camp staff may be housed together at the church or in private homes. (In the case of churches that 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 Bethelwoods staff during the Camp-In-A-Van program. Congregations are free to arrange these in any number of ways. Lunch 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. Lunch can either be sent by the host families whom staff is staying with or other volunteers can bring the lunch to the site. Please remember that the staff is composed of 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

Bethelwoods 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.

Volunteers

The church will provide any volunteers that are necessary to the completion of the program. Examples of roles that volunteers could take include: lunch/snack prep, morning registration, special activity facilitators, story time readers, counselors (dependent on ratios), music/worship leaders. Bethelwoods staff are able to fulfill most of these roles (minus food prep), however participation from the congregation in these areas can enhance the overall success of the program.

Job Descriptions

It is assumed that all Bethelwoods Camp 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.

Bethelwoods 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.
- ❖ Ensure that safety is of primary importance and be familiar with emergency procedures. (This is extremely important and takes priority.) Bethelwoods staff members are trained in First Aid & CPR.

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

- ❖ Compose 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 to reserve park and recreation areas.)
- ❖ Determine a congregational coordinator and volunteer staff.
- ❖ Secure housing and meal arrangements for the Bethelwoods Staff.
- ❖ Promote Camp-In-A-Van to youth in your church and larger community.
- ❖ Plan for and arrange a congregational/family/community event 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 ensure 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.
- ❖ Send approximate numbers of registrations to the Bethelwoods staff the Wednesday before your Camp-In-A-Van begins
- ❖ Coordinate the evaluation of the Camp-In-A-Van program.

Job Descriptions Continued

Volunteer Counselors Shall:

- ❖ Attend a volunteer training session led by camp staff or the congregational coordinator, if necessary.
- ❖ Work with the Bethelwoods 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 Bethelwoods staff member in leading Bible study.
- ❖ Give feedback to Bethelwoods staff leaders throughout the week and at the end of the week through the evaluation.
- ❖ Know the safety and emergency procedures of the congregation.
- ❖ ***We encourage congregations to recruit volunteers from the church to help serve as volunteer counselors. While the staff that Bethelwoods sends is sufficient for the number of campers that your congregation expects, securing volunteers from the church to help counsel always helps. We find that volunteers almost always provide fresh ideas that enhance the experience for the campers.***

Activity Volunteers Shall:

- ❖ Fulfill a number of roles throughout the camp day, such as leading special activities, reading to the campers during story time, leading afternoon worship music, leading a Bible study, ect.
- ❖ Coordinate with Bethelwoods staff as to when they will lead their activities and what help is required from Bethelwoods staff.

Lunch/Snack Volunteers Shall:

- ❖ Bring/prepare a daily snack for the campers. Can be served in the afternoon/morning depending on program hours.
- ❖ If serving lunch during your Camp day, volunteers will prepare lunch and be ready to serve for the designated meal time. If lunch is being provided to the children, specific responsibilities are to be determined by the planning committee.
- ❖ Provide lunch for Bethelwoods Camp staff depending upon what the planning committee desires.

Fees and Registration Procedures

Fees for Summer 2023

Tier 1- \$1,430.00. This includes 3 camp staff, curriculum, and craft and recreation materials for up to 24 campers.

Tier 2- \$1,865.00. This includes 4 camp staff, curriculum, and craft and recreation materials for up to 32 campers.

Tier 3- \$2,300.00. This includes 5 camp staff, curriculum, and craft and recreation materials for up to 40 campers.

Tier 4- \$2,735.00. This includes 6 camp staff, curriculum, and craft and recreation materials for up to 48 campers.

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 after May 15 without mutual consent from both the camp and the congregation. In some instances, Bethelwoods 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 15th will result in the forfeiture of the \$200.00 of your deposit. After May 15, the congregation is responsible for 80% of the total fee minus the deposit.

It is the intention of Bethelwoods that this program be available to all interested congregations. If you feel like the fees may be prohibitive you are encouraged to contact the camp office (803) 366- 3722 or info@bethelwoods.org

Available Dates for 2023

June 11-16

June 18-23

June 25-30

July 2-7

July 9-14

July 16-21

July 23-28

July 30-August 4

BETHELWOODS CAMP-IN-A-VAN CAMPER REGISTRATION FORM

1. Camper's name _____

Grade Completed _____ Date of Birth _____

Please Circle: Male or Female

Note: Please use one registration form per camper unless campers are siblings and live at the same address.

2. Camper's name _____

Grade Completed _____ Date of Birth _____

Please Circle: Male or Female

3. Camper's name _____

Grade Completed _____ Date of Birth _____

Please Circle: Male or Female

Address _____

Parent/Guardian name(s):

Phone: HOME () _____

WORK () _____

CELL () _____

Alternate Emergency Phone:

Name _____

Relationship to camper _____

Phone: HOME () _____

WORK () _____

CELL () _____

Allergies or other medical concerns the staff should be aware of:

Do you carry family medical/hospital insurance? Yes No

Health Insurance Company _____

Policy Number _____

Family physician _____ Phone: () _____

Parent/Guardian Authorization

In signing this form, I give permission for the use of photography including my son/daughter in camp publicity; and for the release of medical records in case of injury or illness. I understand that in the case of emergency, every effort will be made to contact me. If I cannot be reached at the numbers supplied, I hereby give permission to the physician selected by the camp to hospitalize, secure proper treatment for, and to order injection, anesthesia, or surgery for my child, as named herein.

Parent/Guardian Signature _____ Date _____