

LUTHERLYN ON LOCATION

SUMMER DAY CAMP - 2022

PHILOSOPHY

LUTHERLYN ON LOCATION is a unique blend of outdoor ministry and congregational ministry. In this joint effort between Lutherlyn and local congregations, camp will provide the program elements (staff, schedule, supplies, curriculum, and resources) and the congregations will provide the location, advertising, lodging/meals for the staff, and a volunteer coordinator. LUTHERLYN ON LOCATION is a summer ministry for church and community youth who will be entering grades one through five the following fall.

PURPOSE

The purpose of LUTHERLYN ON LOCATION is to provide congregations with a quality Christian outdoor ministry experience with a strong evangelism and outreach component at their site. While we hope to get young people excited about camp, we also want to get them involved in congregational ministry.

PARTNERSHIP

Lutherlyn views LUTHERLYN ON LOCATION as a partnership between the host congregation and Lutherlyn. Everything that is listed in this document is flexible to best meet the needs of the campers and the congregation. We are open to discussing alternative ways to partner with your congregation. Please feel free to talk with Lutherlyn if there are ways to adapt this program to best meet your needs.

STAFF

One of the strengths of LUTHERLYN ON LOCATION is the staff! The staff consists of young adult counselors who are carefully selected for their Christian commitment and their love of children. They are trained in leading worship, Bible study, singing, crafts, nature study, and recreation. More importantly, they are trained in a relational style of ministry that seeks to meet the individual needs of the campers. Our focus is a relational ministry emphasizing Christian role modeling. All staff participate in two weeks of staff training, first aid/CPR training, and have completed all required background checks.

DAILY SCHEDULE

Each congregation may select a daily schedule that best fits its needs. If that means running an evening LUTHERLYN ON LOCATION, we are willing. A typical schedule is from 9:00am to 3:00pm.

SAMPLE SCHEDULE

Sunday:

- 4pm Staff arrive at host site.
 - Host site show staff space for the week.
 - Host site show staff where they are staying for the week.
 - Host site provide dinner for the staff.
 - Staff will need approximately 60-90 minutes to set up for Monday.
- 7pm Optional: Host site hold a "meet and greet" or ice cream social for the campers and their families.

Monday-Friday:

- 9:00 Arrival and Opening (songs, intro to daily theme)
- 9:30 Small Group Rotation (craft/nature/group building)
- 10:00 Small Group Rotation (craft/nature/group building)
- 10:30 Bathroom/water break
- 10:45 Small Group Rotation (craft/nature/group building)
- 11:15 Large Group Game
- 11:45 Bathroom break, prep for lunch

- 12:00 Mealtime prayer and Lunch (everyone brings a bagged lunch)
- 12:30 Quiet time (stories, coloring, friendship bracelets, chill time)
- 12:45 Lutherlyn Activity
- 1:15 Bible Study (in small groups by age)
- 1:45 Snack (provided by Lutherlyn), bathroom, finish/clean up craft
- 2:15 Worship
- 2:30 Campfire (Families are invited to campfire on Friday; campers will lead songs and skits.)
- 3:00 Depart (On Thursday the camp store will be set up during pick-up.)

Monday-Thursday Evening:

3-5pm Staff clean up from the day and prepare for the next day.

5pm Host site provide dinner for the staff (see details about hosting staff).

8pm Staff "off" for the rest of the evening.

* The staff will need to wash/rinse the camper's tie-dye shirts on Wednesday evening. Please provide pizza or carry out for the staff's dinner on Wednesday evening so they can complete this time-consuming task.

* On Monday or Tuesday evening, 6-8pm, the staff can lead a Youth Pizza Party for 6th-12th graders. See details below.

* On Thursday evening, the staff and campers can lead a program for their families. This would be a short program with songs, skits, and a brief explanation of the daily Bible Study theme. This is optional and can be done instead of inviting families to the campfire on Friday afternoon.

Friday:

Staff will pack their vehicle and depart by 3:30pm to return to Lutherlyn.

OPTIONAL YOUTH PIZZA PARTY

On Monday or Tuesday evening, the staff can lead a two-hour youth pizza party for the congregation. This can be for Jr. High Youth (6th-8th grade), Sr. High Youth (9th-12th grade), or both. There is no cost for this program but it requires a minimum of 8 youth and the congregation provides the pizza and drinks. The tentative schedule is:

- 6:00 Welcome, Pizza, and Get to Know You
- 6:30 Group Building Activities
- 7:00 Bible Study
- 7:30 Games and S'mores
- 8:00 Depart

CONGREGATION'S RESPONSIBILITIES

1. Designate a volunteer Site Coordinator from the congregation to work with Lutherlyn in planning and preparation.
2. Communicate with the Camp Director at least once during the spring to make all arrangements for the week.
3. Public relations including internal congregational announcements, bulletin inserts, newspaper ads (if desired), distribution of flyers in your neighborhood (provided by Lutherlyn).
4. Provide at least one adult on site each day to assist with check-in/pick-up, snacks, and handle emergencies. This volunteer does not teach or lead the program but serves as helping hands to the Lutherlyn staff. (Please note that this must be an adult.)
5. Provide all necessary transportation for campers if there are any field trips or off-site activities. (The staff will have a vehicle, but they are not permitted to transport campers.)
6. Provide sleeping space in the church or in one home for the Day Camp staff.
7. Provide shower facilities for staff.
8. Provide all meals for the staff from Sunday night supper through Friday lunch. Lunches should be brown bag so they can eat with the campers.
9. OPTIONAL: Host a Sunday evening "meet and greet" for the campers and staff.

LUTHERLYN'S RESPONSIBILITIES

1. Tailor the LUTHERLYN ON LOCATION program to meet your congregation's needs and the needs of your community.
2. Provide sample advertising and flyers for distribution.
3. Provide online registration, health form, and any other required forms through Lutherlyn's online summer camp registration system.
4. Provide a quality-trained staff (typically 3 staff) that will serve as positive Christian role models for the campers.
5. Provide the daily schedule and all needed materials/supplies.
6. Supervise the campers and lead all LUTHERLYN ON LOCATION activities.
7. Provide a t-shirt (for tie-dye) and a daily snack for each camper.
8. Follow all safety protocol, including the standards set forth by the American Camp Association, the rule of three (no staff member is ever in a one-on-one situation with a child), and serve as a mandated reporter.

COST

The cost for LUTHERLYN ON LOCATION in 2022 is \$90 per camper with a 20-camper minimum. This can be paid in 2 different ways, as determined by the congregation.

1. \$90/camper, paid to Lutherlyn by the family at the time of online registration. If less than 20 campers register, the host congregation pays the balance.
2. The congregation determines how much they are going to contribute per camper and Lutherlyn charges the remaining balance during registration. For example: \$20/camper paid to Lutherlyn at the time of registration, with the host congregation paying the remaining \$70/camper.

**If a site has less than 20 campers registered, Lutherlyn reserved the right to send fewer staff or cancel/modify the program.*

For cancellations after May 1, the congregation is responsible for 80% of the weekly salaries of the three staff reserved for that week.

TRANSPORTATION

The Lutherlyn staff will have a vehicle with them for the week. This vehicle is intended to bring the staff to the host site, transport them from the church to their host home and to homes for meals, and return them to Lutherlyn at the end of the week. Lutherlyn staff are not permitted to transport campers, either in Lutherlyn's vehicle or in other vehicles.

AGE REQUIREMENTS

We limit LUTHERLYN ON LOCATION to those children who will be entering grades 1-5 in the fall. We will consider taking sixth grade campers. Most of the activities throughout the day will be split into smaller groups by age/grade.

MINIMUMS

The minimum bill will be for 20 campers but the program can be done with as few as 12 campers. If a site has less than 12 campers, Lutherlyn reserves the right to cancel that program.

SITE

LUTHERLYN ON LOCATION can be done in any setting. We prefer to spend as much time outside as possible but, if there is not outdoor space available, it can be done completely indoors. It is helpful to have a large room for group games/activities. If permitted, we like to do opening, worship, and/or Bible Study in the sanctuary. Upon arrival, the Site Coordinator should be prepared to show the staff around the site and let the staff know if there are any areas that are "off-limits" or being used by other groups throughout the week.

COMMON MISTAKE

LUTHERLYN ON LOCATION should not be confused with Vacation Bible School. We have a less formal structure, and our program is based more on role modeling, relationship building between camper and staff, and experiential education with less emphasis on *classroom* teaching.

TIME WITH THE PASTOR

Pastors/Deacons are invited to spend time with the campers. If possible, we like to schedule one day that the Pastor and/or Deacon will spend with the group so the campers can get to know the pastor and learn about the Church. Pastors/Deacons are encouraged to lead a tour of the church building with fun facts, lead a song, story, or game at the opening or closing of the day, lead a “question and answer” session, or any other activities that the Pastor/Deacon may be interested in leading with the campers. This is an optional part of the week; it is up to the individual congregation and the individual Pastor/Deacon.

IF YOU SHOULD HAVE CONCERNS

If you should have any concerns about the LUTHERLYN ON LOCATION program, the staff's behavior or performance, or any other concerns, *please contact the Lutherlyn office as soon as possible*. It is vitally important to us that you receive the best program possible, and we will gladly make any changes necessary to ensure that this happens.

REGULATIONS FOR DAY CAMP

Because Lutherlyn is an American Camp Association (ACA) accredited program, we will adhere to the standards established by ACA for day camps. If your site does not meet these standards, please notify us in advance so we can be aware of the situation.

- Are the following minimum ratios of staff to campers adhered to for all sessions of operation? 1:8 for campers ages 6-8 and 1:10 for campers ages 9-14.
- Are toilets adequate in number based on the following ratios? One seat for every 20 people.
- Are hand washing facilities provided in the following ratios? One wash basin or equivalent per 20 people.
- Is the following information available on site for each camper and staff member? (*This is part of Lutherlyn's online registration. The staff will bring this information with them.*)
 - Full name for each camper
 - Birthdate (for everyone under 18)
 - Home address and telephone number
 - Name, address, telephone number, and signed consent of adult responsible for each minor
 - Emergency contact name(s) and phone number(s) for each camper
 - Name and telephone number of camper's physician or health care facility
- Are there written procedures in place regarding the release of minors to persons other than legal guardian and the verification of absentees? (*This will be part of the daily drop-off and pick-up.*)
- Is there a telephone available for emergency use? (*This is only a concern if cell service is poor at the host location.*)

INSURANCE

All campers must have a completed Health History Form on file to attend LUTHERLYN ON LOCATION. The Health History Form is a part of the online registration process. Accident and sickness insurance is not provided by Lutherlyn or the sponsoring congregation.

LUTHERLYN ON LOCATION PLANNING PROCESS

1. Congregation decides to host LUTHERLYN ON LOCATION and communicates that to Lutherlyn by completing and returning the Congregation Reservation Form.

2. Lutherlyn confirms the date by sending a contract. The congregation confirms by returning the signed contract.
3. Congregation begins planning for publicity, registration, and special events (if desired).
4. Lutherlyn adds the LUTHERLYN ON LOCATION site to the online registration portal.
5. Sometime prior to June 1st, Lutherlyn's Director and the Site Coordinator will talk to review details.
6. The Tuesday before the start of LUTHERLYN ON LOCATION, Lutherlyn will call the Site Coordinator to review details (# of campers registered, where the staff are staying, directions, times, etc)
7. The staff arrive on Sunday prior to the start of LUTHERLYN ON LOCATION and meet with the Site Coordinator to review details for the week.
8. Site Coordinator or someone from the congregation helps with check-in and pick-up each day to verify that each camper is present and picked up by the appropriate adult.
9. If there is an outstanding balance, Lutherlyn will provide the congregation with an invoice at the end of the week.

DAY CAMP SPECIAL EVENTS

We encourage any of the following activities, if feasible, in your congregation's area:

- **Area Parks** - Area parks can be a valuable resource in providing a pleasant learning and recreational area for all or part of a programming day.
- **Recreational Trips** - If there is a nearby (guarded) pool or beach, this may be an enjoyable afternoon activity. A lifeguard must be present.
- **Field Trips** - For extra opportunities to learn....trips to parks, nature centers, library, fire station or local historic sites can be informative and interesting to campers.
- **Family Night** - We suggest Sunday night as an opportunity to have an ice cream social or "meet and greet" so that parents and campers may have a chance to meet the staff. The staff will be prepared with a short program to introduce the week.
- **Special Guests** - It may serve your program well to invite community people in to talk with the campers. An area naturalist or the fire chief may be helpful. Be creative!

***Note:** If any of the special events require transportation; that must be arranged by the host site.*

Lutherlyn's staff are not permitted to transport campers.

There is no requirement for "special events", there is plenty to do at LUTHERLYN ON LOCATION without any special events.

CONGREGATIONAL SUPPORT PEOPLE

Site Coordinator: This person will lead the preparation prior to the week of LUTHERLYN ON LOCATION for the host site. This includes arranging for lodging, showers, and meals for the Lutherlyn Staff, working with the congregation and community to advertise LUTHERLYN ON LOCATION, planning for field trips and guest speakers (if applicable), and being on-site each day or arranging for a volunteer to be on-site each day.

Daily Volunteer: One adult from the congregation must be available on-site each day of LUTHERLYN ON LOCATION. This can be the same adult every day or a different adult each day. This volunteer will check-in the campers each morning and verify that they are leaving with the correct adult each afternoon. This adult would be responsible for transportation if there were to be an emergency where a camper needed transported to a medical facility. This adult will also assist with lunch, snack, and supervision during bathroom breaks, if needed.

LUTHERLYN ON LOCATION AS AN EVANGELISM TOOL

Here are some suggestions of ways to follow up with LUTHERLYN ON LOCATION campers and their families. Lutherlyn will provide the host congregation with the list of campers and contact information.

- On Friday, give each camper/family a flyer with an invitation to worship, Sunday school, youth group, etc.

- The Pastor or a representative from the congregation could come to pick-up one day and introduce themselves to the families.
- Send a personalized thank you to each camper and their family. Include in the letter an invitation to worship and Sunday school.
- Make personal contact with each family and invite them to rally day, church picnic, and other events.
- Have the LUTHERLYN ON LOCATION campers sing a song or do a skit for Sunday school or during worship.
- When you have secured dates for the following year, make personal contact with those new families to invite them to join you again.

HOSTING LUTHERLYN STAFF

Housing: The Lutherlyn staff will need housing Sunday through Thursday night. The entire staff team should be housed in one location. Options include:

- Housing the staff in the church. (This is the most common. The staff is prepared for it.)
- Finding a member willing to open their home to 3 to 4 young adults for the week.
- If there is no good way to keep the team together, we will consider splitting them into separate homes.

Showers: If the staff are staying at the church and there are not showers available, they will need access to showers during the camp week. Options include:

- Showering at someone's home each evening (Staff should be able to return to home base by about 8:00 p.m.)
- Using a local YMCA or health club (Congregation makes the arrangements in advance.)

Food: The staff will need to have meals or food and facilities to make meals from Sunday dinner through Friday lunch.

- Breakfasts is most often done by leaving the team things to prepare their own breakfasts each morning. Provide milk, juice, coffee, fruit, bread, cereal, rolls, eggs, etc. The congregation can also provide the staff with money to purchase groceries for breakfasts on Sunday.
- Lunch should be a bagged lunch with similar food items to what the campers will be eating. The staff will eat lunch with the campers. The bag lunch can be provided by one family or a different family each day. The congregation can also provide the staff with the necessary supplies to make their own bag lunches or money to purchase groceries for bagged lunches on Sunday.
- Dinner plans will depend on which evening activities the congregation is offering. Monday or Tuesday could be a Youth Group Pizza Party. The congregation is responsible for providing the meal for this event. Wednesday evening should be a quick dinner delivered to the staff while they rinse tie-dye. Different families can host the staff for dinner in their homes or take them out to dinner.

Dietary Restrictions: Lutherlyn will notify the host congregation of any dietary concerns/food allergies for the staff prior to their arrival.

QUESTIONS

Please contact Lutherlyn at 724-865-2161 or deb@lutherlyn.com with any questions, concerns, or comments about LUTHERLYN ON LOCATION.

RESERVATIONS

To reserve a week of LUTHERLYN ON LOCATION for the summer of 2022, please contact deb@lutherlyn.com. 2022 dates are: June 20-24, July 18-22, June 26-July 1, July 25-29, July 11-15, and August 1-5.