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## DEAN'S COVENANT

This Covenant reflects a mutual relationship between the Conference Camp and Retreat Ministry Team (CRM Executive Director, Center Directors, and Office Support Staff) and the Deans recruited to lead a camp or retreat. Its intent is to delineate expectations and responsibilities of both parties to create the best possible outcomes for the physical, emotional and spiritual welfare of all campers and participants.

**Primary Responsibilities:** Deans are volunteer clergy and/or lay persons who provide overall leadership and supervision for a specific camp or retreat session. With guidance from and collaboration with the Center Director(s), Deans have primary responsibility to recruit, train, and supervise volunteers serving in their session. Deans plan and implement well rounded experiential learning pathways of growing Christian discipleship and spiritual leadership for all participants consistent with values of The United Methodist Church and the mission and vision of the Susquehanna Conference CR Ministries.

**Reports to:** The Center Director(s) where their event is held and the CRM Executive Director.

***To support the Camp and Retreat Ministry Team in administering the multiple and varied scheduled events, the CRM Team can expect the following from each Dean:***

1. Deans will comply with the guidelines and responsibilities set forth in the Dean's Job Description, the Dean's Manual, and the Safe Sanctuaries Policies. Deans prepare their volunteers to meet all guidelines.
2. Deans will be intentional in designing and providing well led Bible studies, small group faith formation, worship, and other Christian growth experiences throughout their session.
3. Deans will provide settings in which campers are invited to make an initial decision of faith in response to God's loving grace or to rededicate their lives to Christian discipleship. An invitation is also to be made for all campers to consider if God is calling them to full-time Christian service. A list of names of the campers who respond to specific invitations will be provided to the Dean and the Center Director for intentional follow up to connect them with other opportunities for growth.
4. Deans will limit their administrative and program expenses to the approved amount as published in the current Dean's Manual. Deans will be personally responsible for any over expenditures not having prior authorization from the Center Director.
5. Deans will actively promote the camping program and recruit campers.
6. Deans are responsible for making certain all volunteers for their event have submitted current clearances/paperwork to the Dean least two weeks prior to their camp event. Best practice would be to urge individuals to submit documents to the Dean soon after recruitment to avoid delays or to address problems with concerns arising from background checks. In addition, Deans are responsible for submitting all volunteer clearances/paperwork to the Center Director prior to the beginning of the event session. Incomplete volunteer paperwork may result in volunteer being deemed ineligible to participate in an event.

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7. When more than one camp event is scheduled simultaneously at a center, Deans will endeavor to work cooperatively with each other and with the paid center staff to assure the best possible programs and to maximize the use of the center.
8. Prior to their departure from camp, Deans will inspect the site with a designated center staff member to assure that all facilities used are clean, orderly and in good repair. Adventure Camp Deans will clean and inspect all camp equipment and report damage to the Center Director, then will return all equipment to its original storage space.
9. Prior to the beginning of camp, Adventure Camp Deans will provide a full itinerary to the Center Director of the scheduled route(s) to be used, including emergency phone numbers.
10. Deans will process necessary forms as scheduled on the Dean's Checklist in the Dean's Manual.
11. Deans agree to attend the annual Camp and Retreat Leaders Training event prior to each summer camping season to receive vital training and updates.

***To support the Deans in planning for and implementing their respective camps, each Dean can expect the Camp & Retreat Ministry Team to provide the following:***

1. Dean's Manual containing up-to-date information for directing a week of camp.
2. Dean's training event(s) scheduled prior to the camping season
3. Assistance and resources provided in:
  - a. Recruitment of counselors and nurses
  - b. Training of volunteers
  - c. Funding for administrative and program expenses
  - d. Curriculum based on the yearly theme
4. Center facilities that are clean and functional with properly maintained equipment and trained paid staff and resource persons to assist with various aspects of the program and experience.
5. Centralized registration process that will provide timely registration information for each event.
6. Adventure Camp Staff will have access to "Spot," a GPS device for emergencies.

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***Dean's Signature***

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***Date***

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***Center Director's Signature***

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***Date***