

# Volunteer Dean/Leader Agreement

## Dakotas-Minnesota Area

United Methodist Camp & Retreat Ministries



**As a Volunteer Dean/Leader with Dakotas-Minnesota United Methodist Camps, I agree with the following:**

1. **I agree with the camping ministry's Risk Management Practices** that follow and will ensure:
  - a. All deans/leaders/shepherds/counselors/volunteers must register **ONLINE** for the event and complete all required **ONLINE** forms including:
    - i. Dakotas-Minnesota Area Release of Liability Waiver
    - ii. Dakotas-Minnesota Area ADULT Camper Medical Information
    - iii. Dean Covenant (deans/leaders only)
    - iv. Volunteer Application (shepherds/counselors/adult volunteers only)
  - b. Background checks for all volunteer leaders age 18+ must be completed annually and prior to beginning of the event. The link to complete the background check is located in the Forms section of the **ONLINE** registration system. That form is titled:
    - i. Dean Covenant (deans/leaders only)
    - ii. Volunteer Application (shepherds/counselors/adult volunteers only)
  - c. I will watch all designated training videos and review tests through Expert Online Training prior to my arrival at the event. Access to Expert Online Training will be provided via email through the central camping office
  - d. I will provide a "welcome letter" to the central camping office in January, even if my event does not happen until later in the year. I understand this letter can be updated at any time. The welcome letter will be provided to all event registrants and should include:
    - i. Title, date, and location of event
    - ii. Check in and check out times
    - iii. A special welcome from you as the dean/leader (optional)
    - iv. List of any specialized information/items attendees should bring/be aware of
    - v. Directions to the event if it is located off-site of our area camps
  - e. All volunteer leaders for my event will receive training prior to the arrival of campers
  - f. I will allow enough time prior to camper's arrival for a camp safe sanctuaries session and safety orientation led by the site director or designated staff member
  - g. I will follow all rules and policies of the campsite or off-site location
  - h. During my event, I will inform the site director immediately of all incidents/accidents, camper/staff challenges and issues, schedule changes or program shifts, and any disciplinary steps taken or needed. Site Director and volunteer leader(s) will decide together when communication with families or outside sources is required
  - i. I understand my event will be evaluated for
    - i. Quality
    - ii. Effectiveness in achieving the ministry goals and outcomes
    - iii. Financial viability and sustainability
2. **I agree with the camping ministry's Financial Practices/Policies** that follow and will ensure:
  - Camper registrations and fees are collected through Area camping registration system only
  - All expenses must be documented and will be reimbursed (voucher form required)
    - Program subsidy per camper varies, please contact site director with questions
  - All events must be self-sustaining (balanced budget)
  - Rates for all events are set in conjunction with camping leadership
3. **I agree with what it means to be branded a United Methodist Camping Event** and will ensure:
  - a. I and my volunteer leaders will demonstrate how the event is fulfilling the desired mission, core values, and outcomes of the Dakotas – Minnesota Camp and Retreat Ministry:

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- i. **Mission:** Inviting campers and guests to experience Christ, Creation, and Community through camp and retreat ministries
  - ii. **Core Values:** We do this as we (7 foundations of UMC camp and retreat ministries established by UMCRM):
    1. Provide Sacred Places Apart
    2. Nurture Christian Faith and Discipleship
    3. Teach Creation Care and Appreciation
    4. Partner with United Methodist Churches & Agencies
    5. Extend Christian Hospitality and Community
    6. Develop Principled Spiritual Leaders
    7. Inspire and Equip Lives for Love and Justice
  - iii. **Outcomes:** Disciples and leaders, who hear and respond to God's call to:
    1. Share Faith
    2. Love and Accept Everyone
    3. Serve Others
    4. Trust God
- b. I and my volunteer leaders will embody “**open hearts**” – experiencing the grace of God in a real and tangible way
  - c. I and my volunteer leaders will embody “**open minds**” – allow for questions, dialogue and diverse opinions
  - d. I and my volunteer leaders will embody “**open doors**” – everyone is welcome, respected and accepted as a beloved child of God
  - e. I will use the designated and provided **Summer Camp curriculum** or **comparable curriculum** (with prior approval of site director) in the course of my event

### As ministries of the Dakotas and Minnesota Annual Conferences of the United Methodist Church, I agree to the following for all camping events:

1. Promotion in camping marketing materials and online locations
2. Online registration and management of registrations/reports through the central camping office
3. Real time registration information/camper information availability
4. Annual Conference insurance coverage
5. Perform and fund any/all background checks for adult leaders
6. Access to summer camp curriculum materials
7. Access to conference campership/scholarship funds
8. Involvement in the Camps Without Barriers Ministry and ability to use Integration Specialists (Camp Minnesota only)
9. Program and planning assistance, help with staff training, and support by conference and site staff

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**Print name:**

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

\_\_\_\_\_  
**Signature:**

Return signed copy of this form by email or postal mail to: [info@dakcamps.org](mailto:info@dakcamps.org) or [camps@campminnesota.org](mailto:camps@campminnesota.org)

Dakotas-Minnesota Area United Methodist Camps - Central Camping Office  
122 W. Franklin Ave., Suite 400, Minneapolis, MN 55404  
855-622-1973 (toll free)