



CAMP PERKINS

Lutheran Outdoor Ministries

DELEGATE MANUAL

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Resources Available Online

- Member Congregation and Delegate Roster
- Board of Directors Roster
- By-Laws
- Articles of Incorporation
- Convention Reports and Minutes
- Congregational Goals and Delegate Commitment Form
- Promotional Materials: Bulletin Inserts, Slides, Links to Videos, Adopt-a-Staff



CAMP PERKINS

Lutheran Outdoor Ministries

FOREWORD

Congratulations on being selected to serve as your congregation's delegate to Camp Perkins Lutheran Outdoor Ministries. This manual is designed to acquaint you with Camp Perkins and the duties of a delegate.

May God guide you in carrying out these duties and bless your work.

MISSION STATEMENT

The mission of Camp Perkins Lutheran Outdoor Ministries is to support the ministry of its member congregations and to make and nurture disciples for Jesus Christ. The ministry provides Christian learning and renewal opportunities, thereby building up the community of believers and reaching out to the world in the name of the Father, Son, and Holy Spirit.

VISION

To be known as the premiere year-round lakeside camp in the Sawtooth Region that develops disciples of Jesus through intentional Christian community within its remote outdoor setting and extends it to the communities of Southern Idaho and Northern Utah.

VALUES

1. Christ-Centered
 - a. Proclaiming the Gospel in Word and deed to every person.
 - b. Enabling participants to encounter Scripture.
 - c. Every programmed event has intentional worship, prayer and time focused on Scripture.
 - d. Every person who spends time at CPLOM experiences Christ's peace, love, and grace.
2. High Quality
3. Community
 - a. Facilitating lasting Christian friendships.
 - b. Enabling participants to become active members of the Christian community.
 - c. Partnering with our member congregations to form engaged communities on-site and in their regions.
4. Hospitality
 - a. Providing an opportunity for fun!
5. Life Long Learning
 - a. Encouraging responsibility and leadership.
 - b. Introducing recreational experiences.
6. Stewardship
 - a. Preserving and celebrating the blessings of God's creation.

HISTORY OF CAMP PERKINS

- 1954 The vision for Camp Perkins was developed by the Lutheran Laymen's League, the Walther League, and Lutheran Women's Missionary League during the summer Utah-Idaho Board of Governors.
- 1955 A resolution at the fall District Convention was developed to recognize the value and need for a summer camp. By summer, a ground-breaking service was held and construction began on the Lodge, cabin 7, the trading post, and bathrooms.
- 1959 Lower Showerhouse added
- 1960 Camp was in operation, buildings completed, and over 100 truckloads of timber and brush removed.
- 1964 Basketball Court added
- 1979 The LLL proposed that an outdoor ministry organization be formed with representatives from LCMS Congregations.
- 1982 The LLL made a motion to relinquish its ownership and management of Camp Perkins to LCMS Congregations of the district. Rob Meyer became the first full-time director.
- 1983 The LLL District Conventions voted to transfer ownership of Camp Perkins to an association of the LCMS congregations.
- 1984 The Idaho Department of State issued the certificate of Incorporation to Camp Perkins. Thirty-four LCMS congregations were the first corporate member churches... there are now 38 member churches.
- 1985 Directors' Cabin built (the first year-round winterized facility). Sometime during this era, Robert Moore, our Art Camp leader, started the Ridges Backpacking program with Chard Berndt. The Legacy lives on!
- 1986 First winter retreats held.
- 1987 Lodge and Kitchen remodeled.
- 1993 Capital Campaign begun for facility development.
- 1994 Rob Meyer resigns as Director. Bob Fossum hired as Director.
- 1995 The Retreat Center and Shop were completed.
- 1996 Bill Petzke became the Executive Director. Bill's dad was the director of Camp Perkins. He is pictured in the hallway upstairs holding something a giant fish... what kind is it? Bill's daughter was an LIT and staff member at Camp Perkins. Generations of a family serving at Camp Perkins!
- 1997 Retreat Center generator was installed.
- 2000 Greg Bohlken became the Executive Director and left in the spring. In the fall, Bob LaCroix became Executive Director. Lodge Generator installed.
- 2001 The new upper cabins were completed.
- 2002 Climbing wall built.
- 2003 Mark and Kresha Schulze were hired as full-time staff to fill the positions of Program Director and Office Director. Day Camp Program begins.
- 2004 Mark and Kresha Schulze leave in the fall. Tyler Bloxham hired as full-time Maintenance Director. Signe White hired as full-time Program Director. Cabin renovation begins.
- 2005 Cabin Renovation completed. Tyler Bloxham leaves in fall.
- 2006 Cabins & Lodge painting begins. Bob & Jen LaCroix departs in December.
- 2007 Signe White becomes Executive Director in March. Matt Gulseth serves as Program Director from May-November. Cabin painting completed. Permit renewed for 20 years! Family Camp re-started and more than 85 participants come for the weekend.
- 2008 Lower Shower house remodeled, Paul Holle becomes Program Director in April. Two new 15-passenger vans join the fleet.
- 2009 Climbing tower rebuilt.
- 2010 Outdoor chapel renovation. Web-site redesigned. Retreat Center downstairs updated and lodge roof are redone. 2 vehicles donated to accommodate the record 17 Day Camp sites. Kim Morgan becomes Development Director.

- 2011 Paul Holle leaves in January. Tracy Mueller begins as Program Director in May. Aidan O'Donnell hired as Maintenance Director. Retreat Center upstairs updated. Nearly 70 Servant Eventers for the summer.
- 2012 Strategic Plan developed to introduce future ministry opportunities for Camp Perkins. Boat dock rebuilt. Aidan O'Donnell leaves in February. Ellie Lutz begins shared ministry position.
- 2013 Bob Bickham becomes Maintenance Director in January.
- 2014 Ellie Lutz leaves in September to join the team at Lakeview Ministries.
- 2015 Site plan submitted to USFS in June. Ezra Grabau hired as Guest Services Director.
- 2016 Tracy Mueller and Bob Bickham leave in April. Retreat Center roof replaced in October. Jerry Werner serves as Interim Maintenance Director. Retreat Center Roof replaced.
- 2017 Warren Ellis begins in April as Maintenance Director. Nicole Ripke begins in May as Program Director. Most significant snowfall on record in over 100 years! 7ft of snow pack. RC roof major repair.
- 2018 Ezra Grabau leaves in April. Retreat Center awning over deck completed. In October, Master Development Plan accepted!
- 2019 Nicole Ripke leaves in October. Emily Henry begins in December as Program Ministry Team: Guest Services. Power Lines buried (additional conduit for water and fiber lines).
- 2020 Historic summer during Worldwide Pandemic. Camp Perkins pivots from Youth camp to Family Retreats, LITs, and Ridges only.
- 2021 We're BACK! Emily Henry departs in late-Aug.
- 2022 Brett and Eileen Lindemood begin year-round ministry as Program Director and Guest Services Director in March and June respectively. New Snow Coach with Mattracks purchased for winter ministry.
- 2023

OVERVIEW OF CAMP PERKINS

Camp Perkins is owned and operated by 36* Lutheran Church Missouri Synod (LCMS) congregations in southern Idaho, Utah, and Oregon and exists to assist those member congregations in ministry. The Camp's facilities and staff are available year-round to assist in a variety of ways.

Camp Perkins provides events for children, youth, adults, and families throughout the year. The biggest of these is the summer camp program in which approximately 500 children are served over the course of eight weeks by approximately 30 college and high school aged summer staff. Additionally, more than 200 children are served off-site through a Traveling Day Camp ministry. Day Camp provides a unique opportunity to bring the atmosphere, excitement and staff of Camp Perkins to the congregations and communities. Day Camp is a supplement and complement to a congregation's ministry through which Camp Perkins staff team together with congregational leaders to provide a quality, Christ-centered ministry.

Other programs offered by Camp Perkins have included:

- Winter Events
 - Jr High and Sr High Youth Retreats
 - Family Flurry
 - Mens Weekend
 - Women's' Craft Retreats
- Summer Events
 - Opening Work Weekend
 - Single Parent and Child Retreat
 - Family Retreats (week-long and weekend)
 - Servant Events
- Fall Retreats
 - Women's Retreat
 - Closing Weekend

Camp Perkins is also available to provide programming for individual or group events, or simply provide facilities and food service for all types of events from congregational events, family reunions, or secular organizations.

Camp Perkins Lutheran Outdoor Ministries rents 10.3 acres from the U.S. Forest Service. The land is adjacent to Lake Perkins in the Sawtooth National Recreation Area, 40 miles north of Ketchum and 20 miles south of Stanley on Lake Alturas Road. Assets of Camp Perkins include: eleven summer/fall sleeping cabins (each cabin sleeps fourteen and has electricity for lighting and a wood stove), four year-round staff cabins, a summer/fall dining hall with kitchen that seats 200, a year-round retreat center that accommodates 50 guests with food service and a group meeting area, a maintenance building, as well as bikes, canoes/boats, docks, swimming area, climbing wall, outdoor chapel, campfire site, and basketball and volleyball areas. Much of the building design and location is dictated by U.S. Forest Service regulations and the Camp's Special Use Permit.

The annual budget of Camp Perkins is approximately \$800,000+. Of this total, approximately 35% comes from camp sponsored events; 35% from guest use of the cabins and retreat center; and 30% from gifts of individuals, congregations, and other organizations.

**Originally it was 34 congregations. 5 have added since 1982. 3 congregations have since closed.*

CAMP OPERATIONS

The congregations that own Camp Perkins govern it through the annual Delegate Convention. The Delegate Convention is charged with approving amendments to the bylaws, electing members of the Board of Directors, and authorizing major changes in direction. The Board of Directors, composed of one pastor from each circuit in southern Idaho, a called worker that is not a pastor, a representative of the Lutheran Layman's League, and seven lay members, meets four times a year and has general supervision of the Camp between Delegate Conventions. Most of the work of governing Camp Perkins is done in committees; the committee members are appointed from the congregations that own Camp Perkins. Committees exist and act as they are needed.

Camp Perkins Organization Chart



DELEGATES

Camp Perkins' bylaws state that:

1. Each member congregation shall have one delegate to Camp Perkins Lutheran Outdoor Ministries.
2. The congregation's delegate is the **principal channel of communication between the congregation and Camp Perkins**.
 - a. **The mission** of the congregation's delegate is to represent the congregation at the Delegate Convention and to **communicate the ministry, program, and needs of Camp Perkins aggressively and enthusiastically** to the congregation.
3. The delegate is encouraged to be actively involved in the ministry of CPLOM through participation in retreats, volunteer opportunities, and committees.
4. Delegate duties include:
 - a. Attend the Camp Perkins Lutheran Outdoor Ministries annual Delegate Convention and special meetings, and speak and vote on behalf of the congregation. A delegate that cannot attend a meeting shall inform the congregation so that it may appoint an alternate.
 - b. Inform the congregation of the opportunities available and of the needs of Camp Perkins.
 - c. Be the congregation's liaison for fund raising for Camp Perkins.
 - d. Make the needs of the congregation known to CPLOM to equip CPLOM as a ministry resource.

Duties of a Delegate

To represent the congregation at the Delegate Convention and communicate the ministry, program, and needs of Camp Perkins to the congregation, delegates must:

- **Actively support** Camp by communicating needs, concerns, comments, and ideas with Camp's Executive Director and Board of Directors and with their church council.
- **See that information from Camp is published** in the congregation's newsletters and bulletins.
- **Display current Camp Perkins** brochures, newsletters and posters in prominent places around the congregation and school if applies.
- **Speak to their congregation** regarding Camp programs.
- **Report to their voters assembly** and church council on a regular basis.
- **Encourage** youth, adults, families and the congregation **to participate in Camp events**.
- **Help provide financial assistance** for campers through scholarships, sponsorships, and fund-raising programs.
- Attend congregational budget meetings to **request financial support for Camp**.
- **Attend all meetings for delegates**; ask the congregation to name an alternate in the event they are unable to attend a meeting.
- **Complete and submit** the Congregational Goals and Delegate Commitment Form.

Qualifications and Term of Office

Delegates are expected to be active members in their congregation. It is suggested that each delegate serve two-year terms up to three consecutive terms.

Delegate Convention

Camp Perkins' bylaws state that the Delegate Convention meets at Camp Perkins in May/June. During this meeting, the following events take place:

1. Elect the members of the Board of Directors.
2. Receive reports of officers, committees, and staff.
3. Transact other business of Camp Perkins that may arise.

The authority to amend the bylaws, elect members of the Board of Directors, and authorize major changes in direction (new building or other major program) is vested in the Delegate Convention. Special meetings of the delegates may be called by the Chairman and shall be called upon the written request of five member congregations. Twenty-one days written notice of the meeting and its purpose to the member congregations is required.

BOARD OF DIRECTORS

Camp Perkins' bylaws state that the Board must meet at least four times a year and that the Board of Directors:

- Has general supervision of the affairs of Camp Perkins between Delegate Conventions.
- Reviews and approves the minutes of the Delegate Convention and special meetings of the delegates.
- Elects the officers.
- Fills vacancies on the Board that occur between Delegate Conventions.
- Establishes policies.
- Adopts the operating and capital budgets and the long-range plan.

The Board is subject to the orders of the Delegate Convention and none of its acts can conflict with action taken by the Delegate Convention.

Duties of the Board

The Board's responsibilities fall into three areas: setting specific direction for Camp within the major direction established by the Delegate Convention, ensuring the necessary resources to carry out Camp's programs, and overseeing Camp Perkins. Although the Board may delegate portions of these responsibilities, the Board is ultimately responsible for fulfilling them with distinction.

Setting the Direction for Camp

1. Ensure that the mission statement adopted by the Delegate Convention is the focus of Camp's programs.
2. Through regular strategic planning:
 - a. Set the vision for the future (major changes in direction must be adopted by the Delegate Convention).
 - b. Translate the mission statement into programs that can be evaluated and goals that can be accomplished.
 - c. Develop strategies to carry out these programs and achieve the goals.
3. Establish policies, procedures, and priorities that give direction to Camp Perkins.
4. Maintain Camp's status as a recognized service organization (RSO) of the LC-MS.
5. Approve operational or annual plans.

Ensuring the Necessary Resources

1. Issue a synodical call to the Executive Director.
2. Provide compensation and governing policies for personnel.
3. Enlist volunteers and affirm their services.
4. Provide the facilities and equipment to accomplish the short and long range plans of Camp Perkins.
5. Ensure adequate financial resources by anticipating the financial needs of Camp Perkins and developing plans to ensure Camp's long range financial stability. This includes:

- a. Adopting appropriate fund-raising policies.
 - b. Raising funds for capital development.
 - c. Approving and monitoring budgets.
 - d. Establishing fees and income policies.
 - e. Locating the funds necessary for operations.
 - f. Establishing investment policies.
6. Enhance Camp's public standing by carrying out a program of public relations that interprets the Camp's organizational policies and decisions and commends Camp Perkins' programs to the member congregations and public in a way that results in congregational trust, knowledge of services, support, and an ability to attract top lay leadership and volunteers.
 7. Ensure the presence of a capable and responsible Board and committees by:
 - a. Regularly assessing the Board's performance and taking steps to improve it.
 - b. Seeking nominees that strengthen the Board.
 - c. Appointing qualified committee members.
 - d. Maintain clear lines of authority, responsibility, and accountability among the Board, committees, task forces, and staff.

Overseeing Camp Perkins

1. Oversee financial management by:
 - a. Reviewing and approving the budget.
 - b. Reviewing the annual financial review.
 - c. Overseeing Camp's investments.
2. Manage risk by:
 - a. Adopting appropriate risk management policies.
 - b. Instituting high standards of health and safety.
 - c. Providing for regular inspection of facilities and properties.
 - d. Conducting an annual risk assessment.
 - e. Complying with federal, state, and local law.
3. Monitor and evaluate programs and services to ensure that they are consistent with the mission and goals of Camp Perkins and are effective.
4. Measure progress towards goals and ensure that Camp is applying the strategies developed to achieve them.
5. Evaluate the Executive Director annually.
6. Evaluate the Board regularly.

Duties of Individual Board Members

Board members have the duties of care, loyalty, and obedience.

- **Care** -- stay informed about Camp Perkins, ask appropriate questions, attend meetings, and read Board materials.
- **Loyalty** -- show undivided allegiance to Camp's welfare, avoid conflicts of interest, and make decisions in the best interest of Camp.
- **Obedience** -- remain faithful to Camp's mission and ministry.

The individual Board member's responsibilities are to:

1. Participate in the governance of the organization by attending meetings, reading Board materials, staying informed, and being ready to participate in making decisions for Camp Perkins.
2. Hold an office or serve on a committee.
3. Maintain contact with assigned delegates.
4. Volunteer for Camp Perkins outside of the Board's work (as a volunteer, a Board member may be accountable to staff or to other volunteer leaders).
5. Promote Camp's mission and programs to member congregations.
6. Bring congregational perspectives to the attention of the Board and staff.
7. Participate in fund-raising activities:
 - a. Make a personal financial contribution.
 - b. Provide names of potential donors.
 - c. Visit donors.
 - d. Write thank-you notes.
 - e. Attend fund-raising events.
 - f. Act as a resource to Executive Director.
8. Address problems by:
 - a. Taking complaints, problems or questions directly to the person involved and attempting to resolve the issue in a mutually acceptable way before approaching anyone else with it.
 - b. If the issue is not resolved in that way, approaching the executive committee together to deal with the issue.
 - c. If the executive committee cannot resolve it, presenting the issue to Board.

Qualifications and Term of Office for Directors

The Camp Perkins' bylaws states that Directors shall be members of a congregation that is a member of Camp Perkins and shall be, or be willing to become, a Partner for Perkins. Directors are elected to serve for three years; members at large may not serve more than two consecutive terms after which time the individual is not eligible to run for the length of one-term. Any Board member who is unable to fulfill his duties may be requested to resign. By a three-fourths vote, the Board may declare the position of a Board member who has been absent from two or more consecutive meetings vacant.

Calendar of Meetings

Annual Calendar for the Board of Directors

January – March: 1. Bylaws—proposed amendments to come up at Delegate Convention (need to be mailed to delegates 2 months in advance, which is about April 1).

June, Delegate Conv: 1. Elect officers.

2. Name members of committees.

3. Executive Committee begins process to do evaluation for Executive Director (needs input from Programs, Finance, Planning and Development, and Property committees).

October: 1. Determine organizational structure and salary structure for all staff.

2. Adopt entire Camp budget, including fee schedule.

Unscheduled: 1. Complete Long Range Plan by developing actions to carry out vision statements.

Annual Calendar for the Executive Committee

January – March: 1. Plan Delegate Convention and other delegate weekend activities.

October: 2. Review contracts for staff, submit changes for Board approval.

Unscheduled 3. Legal affairs: Keep Articles of Incorporation in force, handle Special Use Permit from US Forest Service.

STANDING COMMITTEES

Our permanent committees are Finance and Nominating. As specified in Camp Perkins' bylaws, the Board appoints the members of the committees, usually from members of the Board and candidates nominated by the respective committee. The Chairman of Camp Perkins is an ex officio member of all committees; the Executive Director, or his or her designee, is a nonvoting member of all committees. Each committee meets at the times and places it establishes. At the first meeting after the Delegate Convention, the committee chooses its chairman and secretary. All committees are responsible to the Board and send copies of the minutes of their meetings to the Chairman, Secretary, and the Executive Director. The next section describes the general duties and qualifications of committee members; subsequent sections give the duties of each committee and their calendar of activities.

Qualifications and Duties of Individual Committee Members

Committee members must be members of congregations that are members of Camp Perkins. Committee members serve for two years, with the term of office beginning at the close of the Delegate Convention. Committee members are eligible for indefinite reappointment.

The individual committee member's responsibilities are to participate in committee's work by attending meetings, reading pertinent materials, staying informed, and being ready to participate in the committee's activities.

Finance

The Finance Committee manages the finances of Camp Perkins under the direction of the Board. The committee:

1. Develops operating and capital budgets for consideration by the Board.
2. Periodically reviews staff compensation and benefits packages.
3. Plans and oversees fund raising activities.
4. Arranges an annual financial review of Camp Perkins' accounts.
5. Seeks ways to reduce expenditures while maintaining quality ministry.
6. Develops plans to increase income while maintaining a positive relationship with member congregations.
7. Monitors the financial needs of the ministry and plans accordingly.

Because this committee has two tasks, managing existing monies and seeking additional monies to meet ministry needs, members of this committee must have skills and experience in money management or willingness raise funds for budget needs and special projects such as by asking for donations.

Annual Calendar for the Finance Committee

By June - Identify candidates for committee positions.

October - Take budget requests from Committees and develop budget and fee schedule for Board approval.

Unscheduled:

- Renew Partners for Perkins, consider other fund-raising.
- Review endowment.

Nominating

The Nominating Committee consists of Board members from each circuit. It is elected by the Board to nominate candidates for the minister of religion—commissioned and member at large positions on the Board of Directors. Nominations from the floor of the Delegate Convention are also permitted for these positions.

Annual Calendar for the Nominating Committee

January-March:

- Identify positions to be filled and skills desired.
- Send letter to delegates and congregations requesting nominees; provide nomination form and information on duties and qualifications.
- Begin personally recruiting candidates.

April 1 - Provide information on candidates to Secretary for inclusion in letter to delegates officially notifying them of Delegate Convention.