



# **CAMP PERKINS**

**Lutheran Outdoor Ministries**

## **DELEGATE MANUAL**

## 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

Year after year, Camp Perkins will continue to build a strong partnership with our member congregations, both enabling a dynamic regional and national outreach ministry and establishing Camp Perkins as destination location.

## VALUES

### **Christ-Centered**

Proclaiming the Gospel in Word and deed to every person.  
Enabling participants to encounter Scripture.  
Every programmed event has intentional worship, prayer and time focused on Scripture.  
Every person who spends time at CPLOM experiences Christ's peace, love, and grace.

### **High Quality Community**

Facilitating lasting Christian friendships.  
Enabling participants to become active members of the Christian community.  
Partnering with our member congregations to form engaged communities on-site and in their regions.

### **Hospitality**

Providing an opportunity for fun!

### **Life Long Learning**

Encouraging responsibility and leadership.  
Introducing recreational experiences.

### **Stewardship**

Preserving and celebrating the blessings of God's creation.

## **CONTENTS**

HISTORY and OVERVIEW OF CAMP PERKINS .....	3
CAMP OPERATIONS .....	6
Delegates .....	7
Duties of a Delegate .....	7
Qualifications and Term of Office.....	8
Delegate Convention .....	6
Board of Directors.....	9
Duties of the Board .....	9
Calendar of Meetings.....	10
Duties of Individual Board Members .....	11
Qualifications and Term of Office for Directors .....	12
Standing Committees .....	13
Qualifications and Duties of Individual Committee Members .....	13
Program .....	13
Finance .....	14
Planning and Development.....	14
Property .....	15
Nominating.....	15
MEMBER CONGREGATIONS and DELEGATES .....	16
BOARD ROSTER .....	17
BYLAWS (2013 Revision) .....	18

## 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.
- 1960 Camp was in operation, buildings completed, and over 100 truck loads of timber and brush removed.
- 1965 10<sup>th</sup> Anniversary Book published by the LLL...cost: \$.50
- 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 LCMS congregations were the first corporate member churches.
- 1985 Directors' Cabin built (the first year-round winterized facility).
- 1986 First winter retreats held.
- 1987 Lodge and kitchen remodeled.
- 1993 Capitol Campaign begun for facility development.
- 1994 Rob Meyer resigns as Director. Bob Fossum hired as Director.
- 1995 The Retreat Center and Shop were completed. Summer Camp cost: \$185.
- 1996 Bill Petzke became the Executive Director.
- 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. The Lodge generator was installed.
- 2001 The new upper cabins were completed.
- 2002 Climbing Wall built. Lodge kitchen, nurses quarters, infirmary remodeled.
- 2003 Mark Schulze 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 & Kresha Schulze leave in the fall. Tyler Bloxham hired as full-time Maintenance Director. Signe White was hired as full-time Program Director. Cabin renovation begins. New RC generator installed.
- 2005 Cabin renovation completed. Tyler Bloxham leaves in fall. Summer Camp Cost: \$220.
- 2006 Cabins and Lodge painting begins. Bob and Jen LaCroix leave in December.
- 2007 Signe White becomes Executive Director in March. Matt Gulseth serves as Program Director from May-November. Cabin painting completed. Lease renewed for 20 years!

- 2008 Lower Shower house remodeled, Paul Holle called as Program Director in April.
- 2009 Buildings oiled. \$20,000 designated and awarded for Camperships, affecting over 400 youth and adults. New climbing tower constructed.
- 2010 Received a \$65,200 grant from Thrivent to create education opportunities for charitable gifting. New roof was installed on the lodge. Beautification of the Retreat Center started (painting, flooring, etc.).
- 2011 Paul Holle released from his call in January. Tracy Mueller starts as Program Director in May. Aidan O'Donnell hired as full-time Maintenance Director in September. Mike Ward hired as Strategic Planning Consultant through Grunland/Sayther/Brunkow.
- 2012 Strategic Plan adopted in September.
- 2013 Bob Bickham hired as full-time Maintenance Director. Dale Westermann resigned as Bookkeeper in September. Donell O'Donnell begins as Bookkeeper in October.
- 2014 Three-year grant from Murdock Trust for \$146,000 received to hire Director of External Operations for Development and Marketing. Lodge Loft renovation with new benches.

## **OVERVIEW OF CAMP PERKINS**

Camp Perkins is owned and operated by 38 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 over 35 college and high school aged summer staff. Additionally, more than 800 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: Jr High and Sr High Youth Retreats, Single Parents Retreat, Servant Events, Work Weekends, Leadership Retreats, Family events, Crafting Retreat and Men's and Women's Retreats.

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 \$600,000. Of this total, approximately 45% comes from camp sponsored events; 35% from guest use of the cabins and retreat center; and 20% from gifts of individuals, congregations, and other organizations.

## 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. The mission of the congregation's delegate is to represent the congregation at the Delegate Convention and to aggressively and enthusiastically communicate the ministry, program, and needs of Camp Perkins 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.
- See that youth, adults, families and the congregation itself is encouraged 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.

### **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.

## **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.

## **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 any one 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 two years; members at large and the minister of religion-commissioned may not serve more than three consecutive terms after which time the individual is not eligible to run for the length a 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.

## **STANDING COMMITTEES**

Our permanent committees are Program, Finance, Planning and Development, Property, and Nominating. As specified in the 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.

### **Programs**

The Program Committee, in cooperation with the Program Director, oversees all programs and retreats sponsored by Camp Perkins. It evaluates present programs and develops plans for future programming.

#### *Annual Calendar for the Program Committee*

By June - Identify candidates for committee positions

June, Delegate Weekend - Review upcoming summer and set focus areas for the coming year.

July-Aug:

- Evaluate year-round youth ministry programs—themes, brochure, scheduling, staffing, activities, successes, budget, participants, camper evaluations, staff exit interviews—and report to Board.
- Develop plans for following year. For prospective youth program staff, adopt job descriptions, identify qualifications, staff numbers, and desired salary schedule.

October:

- Submit budget request to Finance Committee.
- Develop next year's theme for Board consideration.
- Program committee will meet to review evaluations, program schedule proposal.

## **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.

## **Planning and Development**

The Planning and Development Committee develops long range plans for consideration by the Board. It may suggest methods for implementing those plans. Evaluating Camp's present ministry and anticipating future ministry opportunities requires this committee to work closely with the other committees.

### *Annual Calendar for the Planning and Development Committee*

By June - Identify candidates for committee positions.

June - Present vision ideas to delegates.

Unscheduled - Proposed 20-year plan approved by Board, delegates, and presented to Forest Service (space, land stewardship).

## **Property**

The Property Committee oversees the maintenance of Camp Perkins and any remodeling or construction, enlists volunteers for construction and maintenance projects, ensures that adequate insurance coverage is maintained for property and activities of Camp Perkins. Members of this committee need skills in construction, maintenance, or administration.

### *Annual Calendar for the Property Committee*

By June:

- Plan Work Weekend, i.e. identify projects and get materials, and supervise its activities.
- Identify candidates for committee positions.

August - Complete annual audit.

October:

- Develop prioritized, scheduled maintenance plan and present to Board for approval (include costs, cover 5 years).
- Submit budget request to Finance Committee.

## **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.

## MEMBERS CONGREGATION AND DELEGATE ROSTER

Primary Church	City	State	Circuit	F_Name	L_Name
Beautiful Savior Lutheran Church	Boise	ID	Treasure	Micheal	Spencer
Calvary Lutheran Church	Gooding	ID	Magic	None	
Christ Lutheran Church	Meridian	ID	Treasure	None	
Christ Lutheran Church	Murray	UT	Utah	Kathleen	Lemmert
Christ Lutheran Church	Wendell	ID	Magic	None	
Clover Trinity Lutheran Church	Buhl	ID	Magic	Naomi	Hopkins
Crown of Life Lutheran Church	Rigby	ID	Yellowstone	Shirley	Petersen
Faith Lutheran Church	Mtn Home	ID	Treasure	Terry	Ristow
Faith Lutheran Church	Pocatello	ID	Yellowstone	None	
Friendship Celebration Church	Meridian	ID	Treasure	Karen	Graham
Good Shepherd Lutheran Church	Boise	ID	Treasure	None	
Grace Lutheran Church	Caldwell	ID	Treasure	Teresa	Schroeder
Grace Lutheran Church	Pocatello	ID	Yellowstone	Anna	Anderson
Holy Trinity Lutheran Church	Logan	UT	Utah	Michelle	Pierson
Hope Lutheran Church	Idaho Falls	ID	Yellowstone	James	Oloff
Hope Lutheran Church	Soda Springs	ID	Yellowstone	None	
Immanuel Lutheran Church	New Plymouth	ID	Treasure	Amy	Hubach
Immanuel Lutheran Church	Twin Falls	ID	Magic	Cherry	Myers
Mt. Calvary Lutheran Church	Homedale	ID	Treasure	None	
Our Redeemer Lutheran Church	Emmett	ID	Treasure	None	
Our Savior Lutheran Church	McCall	ID	Treasure	Paul	Gullickson
Peace Lutheran Church	Filer	ID	Magic	Steve	Thaete
Pilgrim Lutheran Church	Ontario	OR	Treasure	Cassie	Love
Redeemer Lutheran Church	Kimberly	ID	Magic	Diana	Westermann
Redeemer Lutheran Church	Salt Lake City	UT	Utah	Mark	Beekhuizen
Shepherd of the Mountains Lutheran	Cascade	ID	Treasure	Ron	Richter
Shepherd of the Valley Lutheran Church	Salmon	ID		Nola	Barningham
St. John Lutheran Church	Idaho Falls	ID	Yellowstone	Derek & Laurel	Flynn
St. John's Lutheran Church	Buhl	ID	Magic	Michelle	Rogers
St. Paul Lutheran Church	Jerome	ID	Magic	Kara	Vander Linden
St. Paul Lutheran Church	Ogden	UT	Utah	Sandi	Dellermann
Trinity Lutheran Church	Eden	ID	Magic	Otto	Schwarz
Trinity Lutheran Church	Rupert	ID	Magic	Beth	Cofer
Trinity Lutheran Church	Saint Anthony	ID	Yellowstone	Rod & Sharon	Staeb
Valley of Peace Lutheran Church	Hailey	ID	Magic	Derek	Ruhter
Zion Lutheran Church	Ashton	ID	Yellowstone	Paul	Bolland
Zion Lutheran Church	Burley	ID	Magic	Larry & Norma	Olson
Zion Lutheran Church	Nampa	ID	Treasure	Stan	Allsberry

## MEMBERS OF THE BOARD OF DIRECTORS

F Name	L Name	Position	E-Mail	Committee	Initiative	1st term
Dan	Kahl	Chairman	dldbkaahl@cableone.net	Exec Com, Strategic, Nominating	Finance	2012
Darin	Letzring	Vice-Chairman	darin.letzring@gmail.com	Exec Com, Strategic	Partnerships - Champ	2012
Philip	Phelan	Treasurer	phelanpc@gmail.com	Finance Com		
Toby	Norton	Secretary	tnorton90@gmail.com	Exec Com, Property	Facilities	2013
Bonnie	Lutz	Member at Large	bonnielutz@me.com			
Brett	Lindemood	Member at Large	blindemood@gmail.com	Program	Program	2013
Dale	Bentley	Member at Large	dbentley@heritagewifi.com	Property, Nominating	Facilities	2012
Ray	Kagel	Member at Large	ray@kagelenvironmental.com	Property	Finance - Co Champ	2013
Jerry	Reinke	Magic Valley Pastor	greinke13@gmail.com	Finance	Finance - Co Champ	2013
Josh	Hower	Treasure Valley Pastor	jmhboise@gmail.com		Partnerships	2013
Ryan	Barnes	Yellowstone Pastor	rbarnes@allabouthope.org	Program	Program	2013
Jerry	Werner	LLL Representative	jej2400@rocketmail.com	Property, Nominating	Facilities - Champ	2010
Signe	White	Executive Director	signe@campperkins.org	All - Ex Officio Non-voting		2007

# **BY-LAWS**

## **BYLAWS OF CAMP PERKINS LUTHERAN OUTDOOR MINISTRIES**

### **Article I—Mission Statement**

Section 1. 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 will provide 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.

Section 2. The Lutheran Church–Missouri Synod (LCMS) through its Office of National Missions has granted Recognized Service Organization status to Camp Perkins Lutheran Outdoor Ministries, Inc. (CPLOM). Recognition by the Synod (i) is not an endorsement of the fiscal solvency of CPLOM, nor of services or programs offered by CPLOM., (ii) does not express or imply endorsement of the fiscal solvency of CPLOM, or Synod responsibility for the debts or other financial obligations of CPLOM, and (iii) does not cause the Synod or its districts of congregations to incur or be subject to the liabilities or debts of Camp Perkins or its subsidiaries and/or affiliates. As a recognized service organization of the LCMS, CPLOM respects and does not act contrary to the doctrine and practice of the LCMS as set forth in the Scriptures and Lutheran Confessions.

Section 3. While the use of CPLOM shall not be withheld from any individual or group because of race, creed, religion, sex, or national origin, CPLOM reserves the right to schedule use of the Camp by LCMS congregations and related groups before scheduling other groups.

### **Article II—Members**

Section 1. Any LCMS congregation may become a member of this ministry. A congregation desiring to join CPLOM shall notify the Executive Director of this desire. Its petition for membership shall be voted on at the next delegate convention; a majority vote shall elect to membership.

Section 2. Each member congregation is encouraged to include CPLOM in its congregational budget; an amount of at least two dollars per communicant member per year is suggested. In addition, member congregations may offer support by providing scholarships to camp participants for various events or by volunteering time promoting or improving the ministry of CPLOM.

Section 3. Member congregations have no individual rights in or to the property of CPLOM and are not liable for debts or actions of CPLOM.

Section 4. Membership in the Ministry of CPLOM shall derive certain benefits, as determined by the Board of Directors, and may include discounted retreats, camper and other user fees; priority scheduling for church events at camp; special pastoral and professional church staff benefits, fees and accommodations; and regular receipt of newsletters, brochures, publications and announcements. Member congregations have voice and vote at the annual and special meetings of CPLOM.

### **Article III—Delegates**

Section 1. Each member congregation shall select one delegate from the congregation to serve CPLOM as its delegate.

Section 2. The congregation's delegate is the principal channel of communication between the congregation and CPLOM. The mission of the congregation's delegate is to represent the congregation at the delegate convention and to aggressively and enthusiastically communicate the ministry, program, and needs of CPLOM to the congregation.

Section 3. The delegate is encouraged to be actively involved in the ministry of CPLOM through participation in retreats, volunteer opportunities, and committees.

Section 4. Delegate duties include:

- a. Attend the CPLOM annual delegate convention and special meetings, and have voice 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 at CPLOM and of the needs of CPLOM.
- c. Be the congregation's liaison for fund raising for CPLOM.
- d. Make the needs of the congregation known to CPLOM to equip CPLOM as a ministry resource.

### **Article IV—Delegate Convention**

Section 1. The delegate convention shall meet annually at CPLOM at a time specified by the Board of Directors to elect the members of the Board of Directors and nominating committee, receive reports of officers, committees, and staff, and transact other business of CPLOM that may arise.

Section 2. The authority to approve amendments to these bylaws, elect members of the Board of Directors, and authorize major changes in direction or mission is vested in the delegate convention.

Section 3. Only the delegates of the member congregations may vote at the delegate convention. The delegates present shall constitute a quorum. Proxy votes are not allowed.

Section 4. Special meetings of the delegates may be called by the Chairman at the written request of the Board of Directors or the written request of at least five member congregations. Twenty-one days written notice of the meeting and its purpose to the member congregations is required.

#### **Article V—Board of Directors**

Section 1. The Board of Directors shall consist of *sixteen* members: a representative of the International Lutheran Laymen's League; one pastor from each of Northwest District Circuits 10 (Treasure Valley), 11 (Magic Valley), and 12 (Yellowstone); and eleven members at large. The Executive Director of CPLOM is a non-voting member of the Board of Directors. In the event a pastor is not available from one of the Northwest District Circuits, the circuit counselor from any circuit where pastoral representation is unavailable may appoint a licensed deacon from said circuit to serve as the circuit's pastoral representative on the Camp Perkins Board of Directors. This appointment will be re-evaluated by the circuit counselor in conversation with the Camp Perkins Board of Directors at the end of every term of service to determine if pastoral representation is again available.

Section 2. The representative of the International Lutheran Laymen's League shall be nominated by the League and the pastoral representatives shall be nominated by the pastors of the member congregations in their circuits.

Section 3. A nominating committee consisting of one person from each circuit shall be appointed by the Board to nominate candidates for the member at large positions on the Board of Directors.

Section 4. Nominations from the floor of the Delegate Convention shall be permitted for the minister of religion-commissioned and the member at large positions.

Section 5. All nominees shall be members of a congregation that is a member of CPLOM and shall be, or be willing to become, a Partner for Perkins. Broad geographic, age and gender representation shall be encouraged in the selection of the Board of Directors.

Section 6. The Directors shall be elected to serve for two years or until their successors are elected and their term of office shall begin at the close of the delegate convention at which they were elected. Members at large may not serve more than three consecutive terms, after which they are not eligible to serve for a full term.

Section 7. Any Board member who is unable to fulfill his duties may be requested to resign. By a three-fourths vote of the quorum, the Board may declare the position of a Board member who has been absent from two or more consecutive meetings vacant. A board member may submit a letter of resignation to the Board Chairman.

Section 8. The Board of Directors may fill vacancies on the Board that occur between delegate conventions.

Section 9. The Board of Directors shall have general supervision of the affairs of CPLOM between delegate conventions, and shall review and approve the minutes of the delegate convention and special meetings of the delegates, elect the officers, establish policies, and adopt the operating and capital budgets and the long range plan. The Board shall be subject to the orders of the delegate convention and none of its acts shall conflict with action taken by the delegate convention.

Section 10. The Board of Directors shall meet at least four times a year at times and places determined by the Board of Directors. Special Board of Directors meetings may be called by the Chairman and shall be called upon the written request of three members of the Board of Directors.

Section 11. A majority of the Board members shall constitute a quorum.

#### **Article VI—Officers**

Section 1. The Board officers of CPLOM shall be a Chairman, a Vice-Chairman, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by CPLOM.

Section 2. Following the delegate convention, the Board of Directors shall elect the officers from among the members of the Board. They shall serve for one year or until their successors are elected. Their term of office shall begin at the close of the meeting at which they were elected.

#### **Article VII—Executive Committee**

Section 1. The Executive Committee shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, one of the three pastors on the Board of Directors, and the Executive Director of CPLOM (the Executive Director does not vote). The pastors on the Board shall determine which of their number is to serve on the Executive Board.

Section 2. The Executive Committee shall meet at the call of the Chairman or Executive Director. All actions of this committee shall be reported at the next meeting of the Board of Directors; actions not specifically delegated to the Executive Committee shall be submitted to the Board for ratification.

Section 3. The duties of the Executive Committee include but are not limited to:

- a. Decision making on behalf of the full board as needed which cannot wait for the full board or on matters delegated to the Executive Committee by the Board of Directors. The Executive Committee will report in written form within two weeks on its decision-making.
- b. Annual performance review of the Executive Director according to the procedures outlined in the Personnel Policies.
- c. Maintain effective communication with the committees and members of the board.

### **Article VIII—Committees**

Section 1. The standing committees shall be Program, Finance, Planning and Development, Property, and Nominating. Other committees, standing or special, may be created as deemed necessary by the delegate convention or the Board.

Section 2. Committees shall consist of one or more members of the Board as appointed by the Board Chairman, and members of congregations that are members of CPLOM. The Board Chairman shall be an ex officio member of all committees. The Executive Director, or staff member appointed by him, shall be a nonvoting member of all committees.

Section 3. The Board shall appoint the members of the committees, usually from members of the Board and candidates nominated by the respective committee. Committee members shall serve for two years or until their successors are appointed; the term of office shall begin at the close of the delegate convention. Committee members are eligible for indefinite reappointment.

Section 4. Each committee shall meet at the times and places it establishes. In addition, it shall meet at the call of the Board Chairman or the Executive Director. At the first meeting after the delegate convention, the committee shall choose its chairman and secretary.

Section 5. All committees are responsible to the Board and shall send copies of the minutes of their meetings to the Chairman, Secretary, and Executive Director of CPLOM.

Section 6. The Program Committee shall oversee, evaluate and participate in the development of programs sponsored by CPLOM.

Section 7. The Finance Committee shall develop operating and capital budgets for consideration by the Board, periodically review staff compensation and benefits packages, plan and oversee fund raising activities, and arrange an annual financial review of CPLOM accounts. The Treasurer shall be the Board liaison with the Finance Committee.

Section 8. The Planning and Development Committee shall develop long range plans for consideration by the Board. It may suggest methods for implementing those plans. This committee shall evaluate the present ministry and anticipate future ministry opportunities.

Section 9. The Property Committee shall oversee the maintenance of CPLOM and any remodeling or construction. The committee shall ensure that adequate insurance coverage is maintained for property and activities of CPLOM.

Section 10. The Nominating Committee is appointed by the Board of Directors and seeks qualified persons to run for open positions on the Board of Directors. The committee works independently from the Board of Directors, however full reporting of their work is required.

### **Article IX—Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern CPLOM in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules that CPLOM may adopt.

### **Article X—Amendment of Bylaws**

These bylaws may be amended at any delegate convention of CPLOM, or at any special meeting of the delegates called for that purpose, by a two-thirds vote of delegates present at the time of voting, provided that the amendment has been submitted to the member congregations in writing at least two months in advance.