

HARTMAN CENTER

Policies in Hartman Center Section were approved by the Board of Directors on 06/20/86 unless otherwise indicated. (Amended 2013)

600 PREAMBLE

(amended 4/19/01)

Hartman Center is the outdoor ministries center owned and operated by the Penn Central Conference of the United Church of Christ on behalf of its member churches. Its program includes retreats, workshops, camps, conferences and other events which, while often designed for particular age levels or specific interests, are open to all persons without regard to race, creed or ethnic origin. Its facilities are open to and available for use by church groups of other denominations as well as to non-church related organizations or agencies which accept the philosophy of the Center and whose personnel are willing to abide by the regulations which guide the use of the Center.

Hartman Center is unique to many other Conference programs and activities in that land, buildings, equipment and personnel are utilized in the delivery of program services. Policies relating to the administration and management of this facility are herein stated for the benefit of all concerned in assuring the most efficient and effective use of this valuable resource.

Organizationally, the Outdoor Ministries Program of Penn Central Conference, as well as the Hartman Center facility and staff, come under the policy making responsibility of the Conference Board of Directors. In the formulating of Hartman Center operational policy, program development, care of facilities and staff relationships, the Board assigns primary responsibility, within approved guidelines and subject to review and revision by the Board, to the Outdoor Ministries Commission. Day to day management, implementation of policy and program, decision making and staff supervision is rendered by the Conference Associate Minister for Youth, Young Adults and Outdoor Ministries (hereinafter referred to as Director) who is advised by the Outdoor Ministries Commission and administratively accountable to the Conference Board of Directors and the Conference Minister.

601 OUTDOOR MINISTRIES COMMISSION– PURPOSE

(1/14/93)

The Outdoor Ministries Commission is an elected body of Penn Central Conference. The Commission represents persons from all areas of the Conference and various age groupings, both lay persons and clergy. Terms of office are determined by the Conference Constitution. One-third (1/3) of the membership is elected at each Annual Meeting of Conference.

The purpose of the Commission is to provide opportunities for persons of all ages, through camp and conference activities, to grow in their relationship to God and to other persons, to increase self-understanding, and to become responsible stewards of God's creation. In fulfilling this purpose the Commission will also provide for the development and operational leadership to the staff of Hartman Center in the care and maintenance of facility, program development and implementation, budget building and marketing.

602 COMMITTEES – PURPOSE

The Commission will plan and carry out its purpose through the work of four standing committees as follows:

- a) Program Committee – The purpose of the Program Committee is to keep abreast of new developments in the area of camps and conferences and to recommend to the Commission proposals for programs and activities at Hartman Center and/or to be developed through the Commission for delivery in other areas of the Conference.
- b) Property Committee – The purpose of the Property Committee is to assure the proper and adequate care and maintenance of all property, buildings and equipment, recommending a schedule of maintenance and overseeing its completion.
- c) Finance and Budget Committee – The purpose of the Finance and Budget Committee is to develop an adequate and realistic budget for the operation and maintenance of the Hartman Center facility and other programs approved and sponsored by the Commission. Budget recommendations, with supportive documentation, are to be made to the Conference Finance Committee.
- d) Promotion/Publicity [Marketing] Committee – The purpose of the Promotion/Publicity Committee is to advertise and promote programs and events scheduled at Hartman Center and/or developed by the Commission on Outdoor Ministries; promote and encourage the use of the facilities at Hartman Center; and in every way possible keep the creative and spiritual enriching values of outdoor ministries before the congregations of the Conference.
- e) Personnel Committee – The purpose of the Personnel Committee is to advise the Director on the staffing needs, both temporary and permanent, for Hartman Center. The Personnel Committee will work with the Director on identifying and hiring young adults to work on our Summer Service Team. They will consult with the Director on the configuration and hiring of permanent staff. All final decisions regarding permanent staff shall be made in consultation with the Director and the Conference Personnel Committee.
- f) Fundraising Committee—The purpose of the Fundraising Committee is to coordinate the Spring Golf Tournament and the Fall Festival in support of Hartman Center. Members of this committee will be responsible for securing donations, inviting music groups, offering prizes and/or auctions, and other tasks as assigned by the Director. Decisions shall be made in cooperation with the Director. Any new fundraising initiatives must come to the Conference Board of Directors for approval.

603 STAFF – PURPOSE

The position descriptions for positions other than the Director are prepared by the Director in conjunction with the Outdoor Ministries Commission. The position description for the position of Director is prepared by the Board of Directors in consultation with the Outdoor Ministries

Commission. All staff employed in Penn Central Conference are under the auspices of the Conference Personnel Committee which determines the conditions of employment, benefits to the employee, terms of service, supervisory assignments and other employment practices. Supervision of Hartman Center employees is assigned to the Director (see Section 606).

604 OUTDOOR MINISTRIES COMMISSION - DUTIES

The duties and responsibilities of the Commission are as follows:

- a) The Commission will, through its Committees, plan and approve the outdoor ministries program, property care and maintenance budget. When the budget is approved and adopted by the Conference Board of Directors, the Commission is authorized to execute it, subject to budget limitations and cash flow. The Financial Services provider [currently Hollingers Financial Services] will make information available to the Director as needed regarding cash flow and budget balances.
- b) Plan and schedule the activities, programs, camping and conference experience (both on and off-site activities) at Hartman Center.
- c) Develop interpretive and promotional materials to be distributed to individuals and to congregations on the programs and availability of facilities at Hartman Center.
- d) Establish annually the rate structure for use of Hartman Center, its facilities and equipment, based on responsible cost analysis.
- e) Assure proper and adequate maintenance of all property, buildings and equipment at Hartman Center. Expenditures in excess of \$10,000.00 require the approval of the Conference Board of Directors.
- f) Consult with the Director regarding the employment of staff persons (with the exception of the Director and the creation of new full-time staff positions) in the management of property and program, within budgetary limitations. In the employment of the Director and the creation of positions and/or employment of new full-time staff persons, the Conference Board of Directors will consult with and invite members of the Commission to participate in such decisions.
- g) Give support and guidance to the Director and Hartman Center staff.
- h) The Outdoor Ministries Commission is responsible to the Conference Board of Directors through the Director. The Board of Directors welcomes the attendance of representatives of the commission at meetings of the Board.

605 COMMITTEES - DUTIES

605.1 Program Committee

- a) The Program Committee has the responsibility for developing and recommending the implementation of Conference programs in camps and conferences at Hartman Center and elsewhere as needed, in keeping with Conference and Commission goals and objectives in this area.
- b) The Committee will determine the schedule for Conference sponsored events at Hartman Center and recruit (through the Director) the volunteer leadership required and oversee the employment (within the guidelines and budget limitations) of necessary staff for programming.
- c) Budgeting requests for program, including necessary temporary staff requirements, will be determined by the Committee and submitted to the Finance and Budget Committee for inclusion in the Commission budget proposal.
- d) The Committee will work closely with the Director and will be sensitive to the pastors and congregations of the Conference, and those goals and objectives established by the Conference, in determining program standards.
- e) Cancellation of program events at Hartman Center will be determined by policy of the Commission based on minimum registrations required to be economically feasible.
- f) The Program Committee is responsible to the Commission on Outdoor Ministries.

605.2 Property Committee

- a) The Property Committee has the responsibility to oversee the maintenance and care of all property, buildings and equipment at Hartman Center in keeping with adequate health and welfare standards.
- b) An annual inspection of the facility will be made by the Committee, Director and the Property Manager and a maintenance schedule established. Repairs and maintenance will be done in a priority order established by the Committee, subject to budgetary limitations and cash flow. All maintenance needs should be evaluated and scheduled as to best method of accomplishment in one of the following ways.
 - 1) Contract – Any contract work on property, buildings or equipment will be submitted for bids to locally established businesses insofar as possible.
 - 2) Employed Staff -- Work that can be accomplished with the capabilities and time available of Property Manager and/or helper.
 - 3) Volunteer -- Projects of maintenance, repairs and/or construction which can be done by volunteers from congregations. Notices of need in this category should be included in the publicity materials going to congregations through the Conference newspaper or other communications.

- c) Authorization for work to be done and approved by the Committee may be given by the Property Committee Chairperson, through the Director, subject to budgetary limitations and cash flow. This policy will require that the Chairperson be informed by the Director of cash available. The maintenance schedule should be planned so that work can be accomplished throughout the calendar year with major expenditure occurring when the cash flow is more predictable.
- d) The Chairperson of the Property Committee, through the Director, is authorized to make adjustments in the maintenance schedule as considered necessary in maintaining the property, buildings and equipment, keeping in mind responsible health and welfare practices, within budgetary limitations and cash flow. This will enable the Chairperson of the Property Committee to exercise his/her own judgment in adjusting the priority schedule to meet emergency needs on purchases and/or maintenance.
- e) Major construction, maintenance, or purchase of equipment will, under normal circumstances, be included in the budget process. However, if an emergency occurs in these areas which is not included in the budget for the year in which it occurs, the Director and the Chairperson of the Property Committee may, with the concurrence of his/her committee, authorize such necessary expenditure up to, but not to exceed \$5,000, provided that this authorization is within the overall budgeted amount for property care and maintenance. Such authorization will, of necessity, force a reexamination of the priority scheduled for care and maintenance. The Conference Minister should be consulted before such a decision is made.
- f) Any necessary expense which would require an expenditure beyond the budgetary limitation or cash flow availability will be brought to the attention of the Director who will discuss the emergency with the Conference Minister. The Conference Minister will evaluate the situation in relation to the total Conference budget and, if at all possible, authorize the expense to meet the emergency and propose a responsible method of accounting the facts to the Board of Directors. Under no circumstances will an authorization of this sort be made without Board of Directors' prior approval if the expense is more than \$10,000.
- g) The Property Committee is responsible to the Commission on Outdoor Ministries and will report its proposed schedule of maintenance and accomplishments to the Commission.

605.3 Finance and Budget Committee

(4/06/78)

The Finance and Budget Committee of the Commission has the responsibility of developing a proposed budget for the Commission on Outdoor Ministries.

- a) Funding requests from the Program and Property Committees, coupled with the regular expense of staff employment, purchase of goods, utilities and meeting expenses of the Commission, will be included in the overall Commission budget.

- b) The Finance and Budget Committee, in cooperation with the entire Commission and staff will assure responsible cost analysis planning and recommend fee structures accordingly.
- c) The Finance and Budget Committee has the responsibility of determining the condition of employment of part-time and/or temporary staff and budgets for their wages. Hourly paid employees will be required to work no more than 40 hours per week unless paid time and one half over-time.
- d) The budget for the Commission on Outdoor Ministries will be presented with as much detail and supportive documentation as possible, keeping in mind that the Outdoor Ministries program is one of the many supported by Conference funds.
- e) Hartman Center accounts shall be audited on an annual basis.
- f) The Finance and Budget Committee is responsible to the Commission on Outdoor Ministries.

605.4 Promotion/Publicity Committee

The Promotion/Publicity Committee has responsibility for the following:

- a) The development, production and distribution of publicity material on Hartman Center and its program.
- b) Recruit, train and communicate with Hartman Center representatives in each local congregation of Conference, keeping these people informed about the programs and needs of the facilities.
- c) Develop, construct, staff and implement display materials, educational programs, skits and general announcements having to do with Hartman Center and its programs and make them visible to the delegation at each Annual Meeting of Conference.
- d) The Committee will guide, instruct and assist the Hartman Center staff in an efficient marketing strategy each year.
- e) Through the work of this Committee, every effort will be made to obtain maximum use of the Hartman Center facility through recruitment of groups to use the facility whose purposes and goals are in keeping with those of the Conference, and broad publicity efforts for every event scheduled.
- f) The Promotion/Publicity Committee is responsible to the Commission on Outdoor Ministries and will report its activities to the Commission.

606 STAFF - DUTIES

Hartman Center staff is under the direction of the Conference Associate for Youth, Young Adults and Outdoor Ministry, who shall function as Executive Director for the camp. The staff at Hartman Center consists of the Property Manager, Food Service Manager, Cooks, Housekeepers, Groundskeeper Helpers and Summer Service Team. The Property Manager is a full-time employee while all others are employed on a seasonal, part-time or temporary basis. Duties and responsibilities of the Conference Director of Outdoor Ministries and Hartman Center staff are as follows:

606.1 Conference Director of Outdoor Ministries

The position description for the Conference Associate for Youth, Young Adults and Outdoor Ministry is the reference base for this staff position. These duties and responsibilities will be carried out in full cooperation with the Outdoor Ministries Commission and the Conference Minister.

The Director of Outdoor Ministries shall:

- a) Assure that the goals and objectives of the Commission on Outdoor Ministries are implemented as stated.
- b) Supervise all Hartman Center staff and conduct regular staff meetings to facilitate coordination and efficiency of operation.
- c) Assume responsibility for the administration of the Hartman Center facility including, but not limited to:
 - 1) Establish a process of cost accounting, evaluation of facility use and responsible management practices and report activities and recommendations to the Commission on Outdoor Ministries of the Board of Directors.
 - 2) Register attendees at all events at Hartman Center and serve as hostess/host, welcoming users and guests of Hartman Center and helping interpret the rules of the Center.
 - 3) Maintain accurate and up-to-date records of the facility and its use.
 - 4) Supervise the purchase of all supplies and equipment, maintaining concern for budget restrictions.
 - 5) Maintain fiscal responsibility and serve as the fiscal agent for the Commission on Outdoor Ministries.
- d) Develop in conjunction with the Commission on Outdoor Ministries and Conference Staff, meaningful and effective programs and site usage plans.

- 1) Assist the Commission in the planning of the summer program and Commission originated off-season (September-May) events.
- 2) Assist the Commission in the recruitment, employment, training and supervision of the Summer Service Team, as required by the program and authorized by budget limitations.
- 3) Assist the Commission in the recruitment, training, and coordination of volunteer directors and staff for summer camps and off-season events.
- 4) Promote the use of these facilities through written and verbal communication.
- e) The Director shall be available to Conference Ministries and Commissions, and Associations to assist in planning programs for specific events and share in limited participation in these events which may be held at Hartman Center.
- f) The Director shall assure that responsible coverage on the site is available and approved by the Commission on Outdoor Ministries when it is necessary, by reason of days off, vacations and emergencies, for the Director to be away.
- g) The Director shall assume other responsibilities as may from time to time be determined by the Board of Directors, Commission on Outdoor Ministries and/or the Conference Minister.
- h) The Director is advised by the Commission on Outdoor Ministries and administratively accountable to the Conference Board of Directors and the Conference Minister.

606.2 Property Manager

The Property Manager, in cooperation with the Property Committee, has the responsibility of property maintenance and care within limits of ability and time available. This includes:

- a) General work on property, buildings and equipment to prevent major breakdowns or serious damage.
- b) Keeping the grounds clean and free of debris, the lawn mowed and the roads passable.
- c) Setting up schedule of proper maintenance of all rolling stock, keeping records of such maintenance performed.

- d) Maintain proper inspections of all facilities and keep proper records as may be required by any state agency in operation of such facility, i.e., water supply, sewer lines, pool and etc.
- e) Assign responsibilities and supervise the work of the Groundskeeper Helper(s) and cleaning personnel.
- f) The Property Manager is hired by and is responsible to the Director. (4/13/89)

606.3 Food Service Manager

The Food Service Manager has the responsibility of overseeing the planning of the daily menu, purchase of food and supplies, preparation and serving of meals and care for kitchen, dining room and equipment. In this regard this person will:

- a) Plan with the Director, the responsible camp directors and/or committee personnel properly balanced nutritional meals and will, in consultation with the Director, arrange for the purchase of necessary food and supplies, buying bulk quantities as much as possible.
- b) The Food Service Manager will arrange the work schedule and supervise the work responsibilities of the cooking staff. Employment of cooks will occur on recommendation of the Food Service Manager in consultation with the Director.
- c) The Food Service Manager will develop at least two alternative menus for off-site camps. Directors of such camps should select a menu desired for a particular camp at least three weeks in advance.
- d) The Food Service Manager is employed by and responsible to the Director.

606.4 Cooks

Part-time Cooks are employed by the Food Service Manager in consultation with the Director as needed and dictated by the program and resident use of Hartman Center. It is the responsibility of the Cooks to prepare, under the supervision of the Director of Food Services, all meals served at Hartman Center. Their work schedules and hours of employment are determined by the Food Service Manager in consultation with the Director. Proper health standards shall be maintained at all times. Cooks are supervised by the Food Service Manager.

606.5 Housekeepers

Housekeepers are employed by the Property Manager in consultation with the Director on a part-time basis, as needed. They have the responsibility of cleaning the buildings after each group has departed and before the next group arrives. Housekeepers are supervised by the Property Manager.

606.6 Groundskeeper Helper(s)

The Groundskeeper Helper(s) is employed on a part-time basis to assist the Property Manager in maintaining the grounds and buildings in proper condition, including mowing, maintenance of buildings and roads and other such activities as necessity dictates. The Groundskeeper Helper(s) are employed by the Property Manager in consultation with the Director. Groundskeeper Helper(s) are supervised by the Property Manager.

606.7 Summer Service Team

A Summer Service Team of responsible mature persons is employed to assist with the summer camps and conferences program. Recruitment and employment of the Summer Service team is by the Director in consultation with the Commission on Outdoor Ministries. The number of persons to be employed and their assignments are determined by the scheduled programs of the Commission, anticipated registration and budgetary consideration. Such staff members are paid a salary for eight weeks of service, plus food and housing. Assignments of summer personnel to specific responsibilities include Camp Counselors who enhance the program and provide leadership in conjunction with Camp Directors; Waterfront Director, who serves as lifeguard at the pool, has the responsibility of keeping the entire pool area including the pool showers and grounds clean, measures chlorine content of water and records same in compliance with state regulations; Craft Director, who works closely with Camp Directors in providing craft programs around the theme suggested by the Camp Director, maintains cleanliness and cooperative use of craft shop and purchases necessary supplies according to need and budget.

The Summer Service Team is responsible to the Director. Except in unusual circumstances, no Summer Service Team member will be employed for more than two summers in succession. Summer Staff Team members are employed by the Director working in conjunction with the Outdoor Ministries Team and are responsible to the Director.

607 EMPLOYEE BENEFITS

Employee benefits, such as vacations, health insurance and annuity are paid only for full-time employees at Hartman Center. Applicable benefits are on the same basis as for Conference Staff as noted in the Personnel Policies (Section 200).

In regard to vacation schedules for full-time employees, such schedules shall be approved by the Director, but must be taken at a time not to interfere with camp and conference programs.

608 GRIEVANCE PROCEDURE

All Hartman Center employees are entitled to a review of employment related complaints, in accordance with Personnel Policies #205. If an employee has a complaint, the matter should be

reviewed first by the employee's immediate supervisor. If not resolved, the employee may take the matter in turn, to the Director, Outdoor Ministries Commission and the Conference Minister. If it is still not resolved, the matter may be appealed to the Board of Directors through the Board's Personnel Committee. The Board of Directors' decision shall be final.

609 PROCEDURES FOR REPORTING ABUSE ALLEGATIONS

(4/5/90)

The following procedures for the reporting of suspected abuse shall be followed:

- a) Allegations of abuse committed by a staff member or volunteer related to Hartman Center and occurring within the program or property of Hartman Center.
 - 1) Any staff member or volunteer who suspects abuse, or to whom an allegation of abuse is made by a boy or girl, relating to another staff member or volunteer shall report that suspicion or allegation to his/her supervisor immediately upon discovery of such possible abuse. If the suspected abuse is with the immediate supervisor, report shall be made to the Director or, if the abuse suspected is with the Director, to the Conference Minister.
 - 2) The initial report must be made immediately and put into writing within 24 hours by the staff member or volunteer. The written report shall be filed with the Director or Conference Minister and include the following:
 - a) Name of person suspected of abuse
 - b) Name, age, sex of youth abused
 - c) Nature and extent of abuse
 - d) Name of person making complaint
 - 3) The immediate supervisor receiving the report shall, in turn, notify the Director immediately who, in turn, shall notify the Conference Minister, as defined in a)1 above.
 - 4) A report of the alleged abuse shall be made immediately to the Commonwealth of Pennsylvania Abuse Hot Line by the Conference Minister.
 - 5) The Conference Minister, Director, and one Area Conference Minister appointed by the Conference Minister shall conduct an immediate internal investigation of the abuse complaint, including interviews with the person allegedly abused, the person allegedly committing the abuse and any others who might have witnessed the allegedly abusive act.
 - 6) A report of the abuse complaint and the results of the investigation shall be shared with the Moderator of the Conference and the Chair of the Outdoor Ministries Commission by the Conference Minister.
 - 7) If the abuse complaint is determined to be founded by the Conference Minister, the Conference Moderator and the Chair of the Outdoor Ministries Commission, the

information will be shared with the Regional office of the Pennsylvania Department of Public Welfare, the staff member will be suspended or the volunteer relieved of duties and the matter will be referred to the Executive Committee or Board of Directors for possible legal action.

- 8) Any staff member or volunteer who fails to report suspected abuse shall be subject to disciplinary action.
- b) Allegations of abuse committed by persons unrelated to Hartman Center and occurring outside the program and property of Hartman Center.
- 1) Any staff member or volunteer who suspects abuse, or to whom an allegation of abuse is made by a boy or girl against persons other than another staff member or volunteer, shall report that suspicion to the Director within 24 hours.
 - 2) The Director shall meet with the staff member or volunteer and the camper within 24 hours following notification.
 - 3) The allegation shall be reported by the Director to the Conference Minister within 24 hours of the meeting.
 - 4) The Conference Minister, in consultation with the Director shall contact the camper's pastor, submit a written report and cause copies to be filed in the Conference Office, the Hartman Center office and with the camper's pastor.
 - 5) The Conference Minister, Director and camper's pastor shall decide, as soon as possible, upon appropriate action, including reporting to the Regional Office of the Pennsylvania Department of Public Welfare.

NOTE: Commonwealth laws are very specific about the reporting of suspected cases of abuse to minors. There is no exception . . . persons failing to report allegations are subject to legal prosecution.