



Johnsonburg

On The Road



Johnsonburg Camp & Retreat Center Traveling Day Camp

What is Johnsonburg on the Road?

It is a weeklong unique blend of outdoor ministry and congregational ministry. It is a joint effort between the camp and the congregation. This is not a VBS, its camp! Johnsonburg on the Road is designed for young people who have completed grades K-5*. If you will be running a preschool program, please specify. Johnsonburg will provide programming (staff, art supplies, game equipment, curriculum resources, and miscellaneous stories and activities) and the congregation will provide support services, promotion of the program, and involvement in the program as arranged between the Associate Director and the congregation's coordinator. The curriculum is Christ-centered and activity based, which encourages hands-on learning.

Purpose

The purpose of the traveling day camp is to assist congregations in providing a quality Christian outdoor ministry experience at their site. During this time we hope to get young people enthused about camping, and would be delighted if they chose to come to summer camp at Johnsonburg. But with this program, our bigger concern is to get them enthused about congregational ministry and a life with Christ. We are here to support what you do year-round in your ministry! Our hope is that your day camp session will be a program of outreach to the community for your church. This is why congregational involvement is vitally important.

Strength

The strength of Johnsonburg on the Road is people. Kids love the staff! The Johnsonburg staff teams are comprised of young adults who are selected for their Christian commitment and love of children. They are trained to lead Bible studies, worship, songs, crafts and wild and zany recreation. It is relational ministry and our emphasis is to offer quality Christian role models for young people. The camp staff works alongside people from your congregation and community to offer a well-supported program. The uniqueness of this program is flexibility.

Communication

We are here to work with your ministry. Communication is important and will begin between the church coordinator and the Johnsonburg year-round staff. We will work with your church to design a program specific to your needs. This manual will help your church consider and plan for a great experience this summer. Please feel free to contact the camp office at any time!

**Our experience has shown that preschool children need special programming and generally our staff are not trained in working with the younger children specifically. If you would like a program for that age group, we can assist, but recommend that congregational volunteers staff it.*

What does a week of Daycamp look like?

Sunday Afternoon/Evening

Staff will arrive and meet with the coordinator and volunteers from the congregation at the church. This critical meeting should include introductions, facility tour, daily schedule review, volunteer orientation, and any other last minute details/questions.

Monday – Friday

The camp times will vary according to your church plans. Examples may include 9:00am-3:00pm or an afternoon/evening schedule. You choose! Campers will be engaged in activities led by trained staff. Some churches choose an earlier dismissal time of 1:30 PM. We recommend closing Friday at an earlier time to allow travel time for staff returning to camp.

Wed./Thurs.

Evening Optional Family Night Program: This evening is designed for children to share with their families what they have been doing throughout the week. It can include crafts, skits and singing. How about a campfire with s'mores, a potluck dinner or ice cream social? These are great ways to build community in your congregation as well as have the parents meet the camp staff! There is the possibility of a sleepover for campers. Indicate in the planning conversations what your congregation would prefer.

Another Evening

Staff are available to lead events for Junior and/or Senior High youth. Please discuss this option with the camp staff during the planning stages.

What does a typical day look like?

8:15	Staff/ Volunteers arrive to prepare for the day
9:00	Campers Arrive
9:20	Morning Worship: Beginning the day praising God through songs, scripture, skits, and prayer
9:45	JAM: Jesus and Me. Age appropriate Bible studies based on the theme
10:30	Snack/ restroom Break
10:45	Rotation 1: Activities: games, crafts, science, and music lead by Johnsonburg staff.
11:25	Rotation 2
11:55	Lunch
12:25	Story Time
1:00	Energizers
1:10	Rotation 3
1:40	Camper's Choice: Gives campers the option for more crafts, games, or nature activities
2:30	Closing Worship
3:00	Camp Pick Up

This is a *general outline* of what the daily schedule might look like. The program may be shortened or extended in length. We want this experience to be the best possible for your congregation and will work with you to blend the resources within your congregation and community with our staff.

Roles and Responsibilities

What is Needed	Johnsonburg Staff	Church Staff/ Volunteers
FACILITY		The church building or another facility with both indoor and outdoor space. Large indoors space is wonderful in case of inclement weather. Immediate access to restrooms and running water is also necessary.
STAFF	Provide a Day camp leader and counselors who are caring, committed, and prepared to provide you with an amazing experience.	The planning committee will provide volunteers to work with the camp staff and the children in order to meet the necessary ratios of children to adults (we suggest a 1:8 ratio) Depending on camper ratios, volunteers may need to lead activities and small group studies and directly work with the youth.
SUPPLIES	Equipment, supplies, music, and crafts related to the program will be provided.	Provide basic craft supplies such as scissors, glue, tap. Provide more supplies if desired; we do appreciate this!
PLANNING/ TRAINING	A staff member from Johnsonburg will contact your congregational coordinator and planning committee to create a week of meaningful activities.	A point person from the church will serve as the team leader for the planning committee with Camp Johnsonburg and be on site during the day camp session. The planning committee will provide leadership and communicate the needs and desires of the congregation.
HOUSING/ FOOD		Johnsonburg staff may be housed together at the church or in private homes. It

		<p>works best if staff can be housed together or at least two or more per private home. The congregation is responsible to provide ALL meals for the camp staff during the program. Congregations are free to arrange these in any number of ways. Lunches can either be sent by the host families with whom staff are staying or other volunteers can bring lunch to the site. (Please remember that staff are young college age adults participating in a very active schedule.) If a staff member has special dietary needs this will be communicated to the congregational coordinator. Evening meals can be arranged through the host families or other families during the week.</p>
TRANSPORTATION	<p>Provide transportation (reimbursed) for the camp staff to your church on Sunday and for return to camp on Friday. Camp staff is responsible for their own transportation to and from the main site each day.</p>	<p>The church is responsible for transportation of children for any off-site adventure.</p>
INSURANCE	<p>Camp staff is insured through Johnsonburg Worker's Compensation Policy.</p>	<p>All day camp programs should be insured under your church's liability policy.</p>

Job Descriptions

It is assumed that all Johnsonburg staff and church volunteers shall be dedicated to their ministry with people in the name of Jesus Christ.

Camp Johnsonburg Staff Shall:

- ❖ Ensure that safety is of primary importance and be familiar with emergency procedures. (This is extremely important and takes priority).
- ❖ Assume final planning and decision-making responsibility for the day camp program. (Camp Staff will have a leader designated to be in charge.)
- ❖ Be present at all planning and day camp events and stay for their entirety.
- ❖ Be open to all ideas and suggestions to change the program to best serve the local church.

Church Local Coordinator Shall:

- ❖ Serve as the church session approved liaison between the camp and congregation.
- ❖ Chair the meetings of the planning committee and provide guidance on an action plan to insure progress of the committee's work.
- ❖ Oversee preparation details before the actual week begins. (See Your Timeline...) ❖ Work with staff in establishing emergency procedures and make arrangements with local health care facilities.
- ❖ Be present during the entire day camp program.
- ❖ Coordinate the evaluation of the day camp program.

Church Daycamp Planning Committee Shall:

- ❖ Compose a list of goals and expectations.
- ❖ Offer suggestions and ideas for the program so that it best fits the needs and resources of the congregation.
- ❖ Select and secure the field trip sites. (If it is necessary to reserve park and recreation areas.)
- ❖ Determine a congregational coordinator and volunteer staff. (Volunteer staff includes people to set up snack each day for the children).
- ❖ Secure housing and meal arrangements for the Johnsonburg Staff.
- ❖ Promote the program to youth in your church and the larger community.
- ❖ Provide food for snack and lunch time (or have campers bring bag lunches).
- ❖ Plan for and arrange a congregational/family/community event for a program, typically held on Thursday evening, if desired.

Volunteers Shall:

- ❖ ❖ Attend a volunteer orientation lead by camp staff and the congregational coordinator on Sunday evening, prior to the first day of the program. This is a must for all volunteers so that they can be prepared for the days to come.

- ❖ Arrive at the designated time each day to assist with set-up and participate in prayer/daily devotions.
- ❖ Assist as needed with crafts, snacks, restroom breaks and general supervision of children.
- ❖ Share specific skills by leading any group activities that they choose i.e. crafts, music, games, playing guitar, etc.
- ❖ Give feedback to Johnsonburg staff leader throughout the week.
- ❖ Know the safety and emergency procedures of the congregation.
- ❖ NOTE: Volunteer ages may vary. It is possible to encourage junior helpers to make this program possible! We love to see leadership development!

Your Timeline

November 1	Interested congregations contact the camp.
Mid-November	The camp will send information regarding Traveling Day Camp to interested congregations.
Within 30 days	The congregation reviews the material, completes the contract and returns it with the deposit to Johnsonburg Presbyterian Center. A confirmation notice will be sent to the congregation by Johnsonburg upon receipt of the contract and deposit.
Fall	The congregation selects a local planning committee and coordinator. (Note: This coordinator will serve as the point person throughout the planning process and should be on site during your entire session.)
Jan.- March	Congregation begins planning for publicizing the event, housing for camp staff, special events, off-site activities and contacting the necessary volunteers. The congregation coordinator and camp staff review the program, make adaptations to fit the goals of the congregation, and set the schedule for the week, including any special events.
March-May	Planning committee secures the volunteers; some or all may come from the planning committee.
April-July	Continued communication between the congregation coordinator and Johnsonburg staff member regarding schedules, number of children, and other details.
Sunday evening	Camp staff arrives to meet with the congregational coordinator and volunteers. Enjoy what we pray will be an inspiring week for the youth of your congregation.
August/September	Final payment is due upon receipt of the bill. Starting thinking next year!

Johnsonburg on the Road Fees And Registration Procedures

We are using a tiered pricing system. There are three prices given, and a congregation can choose which tier they are able to pay.

Tier One: A subsidized cost to the program.

Tier Two: Midpoint between Tier One and Three.

Tier Three: Actual cost to run this program.

If a congregation is able to pay the true cost (Tier Three), it will help keep the program viable. Regardless of the tier chosen, the congregation will receive excellent staff and programming as always.

The fee includes three (3) camp staff, curriculum materials, equipment for games, and materials for craft supplies. This amount of staff will program for 35 campers. If you have more than 35 campers, then an additional staff must be requested.

Tier One – \$1450

Tier Two– \$1900

Tier Three- \$2450

Additional Staff – (\$250) This fee is the cost for each extra staff member. If your church would like additional staff, depending on availability, extra staff members are possible. This would have to be arranged well in advance so we can adjust staffing levels.

Travel Expenses: Included in fee.

Registration Procedure

1. A non-refundable deposit of \$300.00 must accompany the signed contract. The dates that you request will be secured upon receipt of the contract and deposit. The balance of your fee will be due two weeks prior to your event.
2. The congregation is responsible to pay for the number of staff reserved and specified in their contract. The number of staff cannot be reduced or increased by either the camp or congregation after May 15 without mutual consent from both the camp and the congregation. In some instances Johnsonburg may request that additional staff be allowed at no extra cost to the church. This request would be made if additional staff is available and it would be in the best interest of a successful program for the congregation. The only additional requirements would be that the staff being provided at no charge be given the necessary accommodations of housing and food.
3. **Cancellations of the Traveling Day Camp before May 15th will result in the forfeiture of the \$300.00 deposit. After May 15, the congregation is responsible for 75% of the total fee including the deposit.**

It is the intention of Camp Johnsonburg that this program be available to all interested congregations. If you feel like the fees may be prohibitive, you are encouraged to contact the camp office (908) 852-2349.

**Johnsonburg On The Road
CHURCH REGISTRATION FORM & CONTRACT**

Church: _____

Complete Mailing Address: _____

Website: _____

Phone: _____ **Fax / E-mail:** _____

Contact Person: _____ **Phone:** _____

STEP ONE: Look at the price list in your Traveling Day Camp information booklet. Once you have figured out how many staff your church desires, fill out the appropriate lines.

Number of staff desired: _____ Cost: _____

Please send a **\$300.00 deposit to Johnsonburg Presbyterian Center.**

This will be deducted from your final bill.

STEP TWO: Mark the start and end times your church desires.

Start Date: _____ End Date: _____

Daily Start Time: _____ Daily End Time: _____

Any special details regarding times and dates:

STEP THREE: List approximate numbers per age range.

K _____ 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____

We plan to have a preschool age children present each day. Yes ____ No ____ Count? ____

We would like an optional family program one evening. Yes ____ No ____ We would like the camp staff to lead a program for our junior high and/or senior high youth

Yes ____ No ____

NOTE: The following information will be used for the spring planning phone call.

STEP FOUR:

What will the location camp will take place at be like? Check the facility options that apply to your location that could be used for camp. Include description of additional places not listed you think will benefit the program.

- Gym Sanctuary Dining Room Outside Water
Hookup
- Basketball Nets GaGa Field
- Local Park Local Pool Playground

STEP FIVE: Write additional comments, questions or requirements on this sheet.

Comments:

STEP SIX:

Mail form and deposit to: Johnsonburg Camp & Retreat
822 Route 519
Johnsonburg, NJ 07825

REGISTRATION AND CANCELATION POLICY

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3. Cancellations of the Traveling Day Camp before May 15th will result in the forfeiture of the \$300.00 deposit. After May 15, the congregation is responsible for 75% of the total fee including the deposit.

By signing below, you are agreeing to the above terms and policies.

Signature: _____ Date: _____