

Chapter FOCUS Week OPD Manual

Instructions for how to succeed as the OPD

INTERVARSITY
CHAPTER FOCUS WEEK

GROWING
DISCIPLES
IN
LIKE
& WITH **CHRIST**

OPD Overview

Contacting the OPD Dean (Curt Wilson)

Curt Wilson is available during each week of CFW to answer questions that you may have, to provide back-up for any difficult situations you may need help with processing, or tough decisions that need to be made.

Note: When in doubt contact Curt with any situation that seems out of the ordinary so he can stay in the loop and help as needed.

Contact info: Mobile: 616-566-0457 Email: curt.wilson@intervarsity.org.

Table of Contents

OPD Overview	2
Contacting the OPD Dean (Curt Wilson)	2
Abbreviations Key	5
Purpose of OPD	6
General OPD Responsibilities	6
Preparation Details:	7
1-2 Months Prior to CFW	7
2 Weeks Prior to CFW	10
Wednesday After CFW Registration Deadline	11
Monday Before CFW	12
Wednesday Before CFW	12
During CFW	13
Saturday	13
Saturday General Responsibilities	13
Saturday 4PM PD meeting	14
1. Set up	14
2. Agenda	14
Saturday Dinner: 6:30-7:00 PM	16
1. Announcements	16
Saturday: 8PM Evening Large Group	16
1. CFW OPD Intro Talk Overview (8 min)	16
2. Intro Bible Speaker (5 min)	17
3. General announcements (5 min)	17
Sunday	19
Sunday: 8:15-9 AM All Site Staff Meeting	19
1. Items Needed for meeting	19
2. Agenda	19
Sunday: 9:15-10 Breakfast	21
1. Announcements	21

Sunday: 10:30-12 Sunday Large Group	21
1. Preparation	21
2. OPD Retreat of Silence Talk (5 minutes):	22
3. General Announcements	22
4. Post Worship	23
Sunday: 4:00 PM OPD, Bible Speaker, Worship Director Feedback.....	23
1. Preparation	23
2. Agenda	23
Sunday 6:30-7 PM: Dinner.....	23
1. Announcements	23
Monday.....	24
Monday General Responsibilities	24
Monday Breakfast	24
1. Announcements	24
Monday Lunch.....	24
1. Announcements	24
Monday Dinner	25
1. Announcements	25
Monday Evening: 7:45-9:15 Large Group.....	25
Monday Evening: After Large Group.....	25
Tuesday.....	26
Tuesday Morning: General To-Do's	26
Tuesday Breakfast.....	26
1. Announcements	26
Tuesday: 9:00 AM OPD, Bible Speaker, Worship Director Feedback.....	26
1. Preparation	26
2. Agenda	26
Tuesday Lunch.....	26
1. Announcements	26
Tuesday Dinner/Cookout	27
1. Announcements	27
Tuesday Evening:.....	27
Wednesday.....	27
Wednesday Morning: General To-Do's	27
Wednesday Breakfast.....	27
1. Announcements	27
Wednesday Lunch.....	28
1. Announcements	28
Wednesday Dinner.....	28
1. Announcements	28
Wednesday Evening: 7:45-9:15 Large Group	28
Wednesday Evening: Staff Party	28
Thursday.....	30
Thursday: General To-Do's.....	30
Thursday Breakfast	30
1. Announcements as needed (shouldn't be many if any).....	30
Thursday: 9:00 AM OPD, Bible Speaker, Worship Director Feedback.....	30
1. Preparation	30

2. Agenda	30
Thursday Lunch	30
1. Announcements – see announcement chart.....	30
Thursday: 1:15- 2 PM All Site Staff Meeting	31
1. Items needed for meeting.....	31
2. Agenda	31
Thursday Dinner.....	34
1. Announcements	34
Thursday Evening: 7:45-9:15 Large Group.....	35
Thursday Evening: After Large Group.....	35
Friday	37
Friday Morning: General To-Do's	37
Friday Breakfast.....	38
1. Announcements as needed (shouldn't be many if any).....	38
Appendix.....	39
Emergency Procedures (in process)	39
All Sites.....	39
Cedar.....	39
Camp Harvest.....	40
Forest Springs	40
Lake Williamson.....	40
CFW Staff Jobs	41
Brief Descriptions.....	41
CFW Worship Director Evaluation.....	42
Bible Speaker Evaluation.....	43
Turn Over Sign up.....	44
Friday Chapter Time.....	45
IFES Offering Instructions.....	46
Offering Collection Sheet.....	47
IV Book table policy – Non-Cedar Sites.....	48
IV Book table Finance Sheet.....	49
What OPD's are no longer doing.....	50

Abbreviations Key

Abbreviations	Title
	Camp Liaisons <ul style="list-style-type: none"> • Cedar Campus: Curt Wilson • Camp Harvest: Curt Wilson • Forest Springs: Curt Wilson/Josh Bilhorn/Tim Peterson • Lake Williamson: Curt Wilson
CH	Camp Harvest
DST	Director of Summer Training (Curt Wilson)
FS	Forest Springs
LW	Lake Williamson
MC	Mariners Cove
MP	Ministry Partner
OMP	Old Mill Point
OPD	Overall Program Director
OSR	On Site Registrar
WD	Worship Director

Purpose of OPD

1. To provide the leadership for the whole program.
2. To administrate the logistics of the week to provide a smooth week for students and staff with the fewest distractions.
3. By the grace of God, this will allow students to the opportunity to meet God & staff to concentrate on their program responsibilities.

General OPD Responsibilities

1. Pray.
2. Work with the Administrative Assistant.
 - a. ***Please note that the AA will be directed to run most questions regarding housing and track locations thru DST initially.*** This will allow the camp to have to deal with as few as people as possible thus allowing effective communication of needed information.
 - b. The AA will also do some preliminary assignments of staff jobs with the support of the DST.
3. Give final approval on items handled by Administrative Assistant.
 - a. Housing
 - b. Track Locations
 - c. Staff Jobs
 - d. Make sure the AA has emailed out job assignments – especially registration jobs
4. Oversee Bible Speaker and Worship Director relations.
5. Work at creating a welcoming environment for students of every ethnicity
6. Serve as the liaison to the Camp.

Preparation Details:

1-2 Months Prior to CFW

1. Connect with the Bible Speaker and Worship Director.
 - a. Make sure they and you are in communication and on the same page regarding the Large Groups. You will be giving them feedback during the week, so it is important that you have a sense of what they are planning so you know how you can best support and influence them.
 - b. Look at the forecasted ethnic breakdown and make plans accordingly.
 - i. This will involve thinking thru upfront representation, welcome reception(s) (could be multiple based on ethnicities represented), etc.
2. **Please Note:** RD's and the DST are the ones who will give permission to staff for late arrivals. OPD and Track PD's will be consulted and notified during the process.
3. Work with the DST as needed to
 - a. Identify ethnic specific chapters
 - b. Communicate with the camp
 - c. Make sure the AA assigns a location for each ethnic reception
 - d. Assign needed to staff to be welcome reception hosts

4. **Email the staff who work with ethnic specific chapters** using the template below and determine if an ethnic specific welcome reception is needed to help create a welcoming entry into CFW.
 - a. Please don't just cut and paste, but please add your personal touch to these emails
 - b. Key points in this email
 - i. Thank you for bringing your students – acknowledging the different experiences without seeming like we “get it” totally
 - ii. Opening a dialogue and being open to suggestions, with a priority for the students and staff of color
 - iii. Info about the students of color welcome reception
 - iv. Acknowledgement of broader inequity

Dear (Ethnic-Specific Chapter Staff (or those working with majority students of color)):

I am so excited that you are sending your students of color to Chapter Focus Week this year! I am grateful for your continued ministry and commitment to these students and the opportunity that I have to partner with you and serve you and them. I know and acknowledge the sacrifice that it can be for students of color to come to Chapter Focus Week. Thank you for recruiting them to this crucial week where they can meet with the Lord and be empowered to mission on campus.

Having said that, I want to make sure that I am sensitive to the dissonance and displacement that many students of color could face that white students and staff often don't have to face – I don't pretend to understand the experience but I know that it can be difficult. So, I wanted to send this email out early to you so that I can begin a dialogue about what would be helpful in serving your students (as well as you) well. Though some things are simply impossible due to logistical or other constraints, if something can be done prior to camp or during the week, I want you to know that I will prioritize you and your students experience as much as I can. Please feel free to suggest things openly to me.

One thing that we are planning n doing again this year is a welcome reception(s) for students and staff of color. It will be hosted by a staff of color from the week with the purpose of helping students and staff of color to connect with one another (in the hopes of not being isolated), debrief some of the places of dissonance that students might be feeling (in helping them process dissonance), and celebrate the work that God has done and wants to do (in looking forward to what God might have for them). This reception(s) will be on Monday from 2:30-3:30.

It is my prayer that our efforts together will lower the barrier and provide avenues for students of color to enter in with the fullness of who they are. Thank you again for your partnership!

Sincerely,
OPD

5. **Email the Chapter FOCUS week staff** regarding the student of color reception

- a. Please don't just cut and paste, but please add your personal touch to these emails
- b. Key points in this email
 - i. Thank you for bringing your students
 - ii. Dissonance experience of students of color at camp
 - iii. Info about the students of color welcome reception
 - iv. Encourage to recruit (but not white student)

Dear Chapter Focus Week Staff:

I'm very excited to be serving with all of you for this upcoming Chapter Focus Week! Thank you all for your hard work throughout the year and for recruiting your students to come to this crucial week (not to mention your own sacrifices in coming up for the week!). In addition to all the emails you have already received from me, I wanted to send a special email for an important announcement.

Once again, this year, we will be hosting a reception for students of color. For those who might not know, the experience for students (and staff) of color at Chapter Focus Week can be disorienting and even distracting. InterVarsity has its own distinct flavor and culture, and so does Chapter Focus Week. And as much as we value multiethnicity and want to be a racially reconciled community, there are still ways that we do things, like Chapter FOCUS week, when being with lots of other majority culture students can be a displacement experience. This can cause many students of color to adjust to fit in to the culture – in short, it can be costly for many students of color to be at Chapter Focus Week. So, even though this is not a perfect solution (and still puts the onus on the students of color), one of the ways that we want to try to serve students and staff of color better is by hosting this reception.

The goal of this reception is to help students of color better engage with the week. It will have three elements: connection, debrief, and celebration. We want to be able to provide places of connection for students of color, especially those who might feel isolated at camp. We want to provide an opportunity to debrief some of the dissonant experiences. Finally, we want to provide an opportunity to celebrate what God has done and what He will do. The reception will happen on Monday from 2:30-3:30 and will be hosted by one of our staff of color for this week.

I want to encourage all the chapter staff to please send your students of color, whether you serve a majority white ministry or an ethnic specific ministry, to come to this/these reception(s) even if they do not feel any dissonance. If you have chapter-specific things scheduled for free time on Monday, I want to encourage you to change the time to make room for these students of color. *Please do not allow white students to go to this reception.* We want to make sure that this reception remains a protected space for students of color. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,
OPD

- 6. **Email student of color reception host(s)** and have them plan ahead as needed
 - a. You will need one host per ethnic reception request (based on email above)
 - i. This could include an ISM reception if it is needed

- ii. The AA tool you will also be able to see the forecasted ethnic diversity to give you an idea of what receptions might be needed.
- b. Please don't just cut and paste, but please add your personal touch to these emails
- c. Key points in this email
 - i. Acknowledgement of their service
 - ii. Explanation of what the reception is
 - iii. Logistical details
 - iv. Invitation to dialogue

Dear Students of Color Reception hosts:

Thank you so much for your service to this week and to the ministry by hosting this reception for students of color. I especially want to recognize this because I know that as staff of color, you are constantly being asked to do things.

I don't want to give you too much direction in how you go about with this reception so that you have the freedom to do what you need to do but here are just a couple guidelines. The main purpose of this time is to help students of color engage with the week a little better. I know that it is a tough week for many students of color and this is just one of the ways that we can try to do better.

There are three components of this time:

- Providing an opportunity for students of color to connect with one another
- Providing an opportunity for students to debrief their experiences of dissonance
- Celebrating all that God might have for them this week.

The reception will be held on Monday afternoon from 2:30-3:30, which is not a ton of time. Hopefully, conversations and connections from that time will continue throughout the week. If it is helpful, think of this reception as the basis for continuing conversation into the week. Please make sure to end on time as tracks start at 4 and we want to give any students of staff that need a brief break that opportunity. There is also a small budget, \$50, that you can use to buy some food/snacks for this reception. I want to encourage you to buy your stuff prior to camp if possible as things at camp are usually more expensive and don't offer a lot of variety.

Please let me know if there are any other ways that we can serve students and staff of color better this week. I count on your feedback and want to work with you to make this week as accessible as possible. I can't guarantee anything but would love to listen and make any adjustments that I can. And if you need help with anything for this reception, please let me know. I'm happy to shop for snacks - or to delegate to someone who can!

Thank you again for your hard work!

Sincerely,
OPD

2 Weeks Prior to CFW

1. Look at the ethnic breakdown of current registrations and communicate with the Bible Speaker and worship Director as needed. [Access CFW Registrations by clicking here.](#)
2. Schedule a call with the AA for the following Monday. Early afternoon is probably best

3. Send an email to all staff reminding about arrival time, what to bring, how to prepare.
 - a. Please don't just cut and paste, but please add your personal touch to these emails
 - b. Key points in this email
 - i. Intro yourself
 - ii. Arrival Information
 - iii. What to Bring
 - iv. Cast Vision for the week

Dear Chapter Staff of CFW students at Week _____,

As you are probably aware, this week may be the most important week for the InterVarsity Students in attendance

- Vision will be expanded.
- Strategic plans will be made by leaders to reach the campus.
- Chapter Staff and their leaders will grow spiritually as a team.
- New leaders will rise to the challenge.

Arrival Information

It is very important that you **arrive on time.**

- **Staff helping with registration** by 1 p.m. (unless otherwise instructed)
- **Track PDs: by 3:30 p.m. for their PD meeting at 4 PM**
- **All other staff by 6:30 p.m. supper**

What to Bring

[Click here to see the what to bring list for students](#)

Add or subtract additional items as you are aware

Staff with Chapter Present

All chapters are required to affiliate annually. We encourage them to do so prior to CFW or at CFW. Information can be found at <http://www.intervarsity.org/page/chapter-resources>. Chapters that have not affiliated by CFW will have their leadership teams attend an affiliation session on Sunday evening. Staff without Leadership team will need to work with the LTEam PD or me to coordinate an affiliation session during chapter Prayer

Blessings as you prepare! Please feel free to contact me if you have questions!

Blessings,

Overall Program Director (OPD)

Wednesday After CFW Registration Deadline

1. Site specific
 - a. **CH, FS, LW**
 - i. You or Camp Liaison report meal numbers received from AA to camp

Monday Before CFW

1. The AA will complete draft 1 of the staff job assignments. Review it on the AA tool and give feedback as needed.
 - a. Have a call with AA to touch base on details. Include the DST as needed
 - b. Make sure welcome receptions have been assigned a location
 - c. Make sure staff & students of color are well represented up front (OPD, Speaker, WD, IFES, other)
 - d. Once approved have AA email out job assignments
2. Email staff party host in particular and help them think about planning ahead for the staff party as there is a \$2 per staff expense limit.

Wednesday Before CFW

1. Confirm with Camp
 - a. Track Room Set-up – Currently found as part of Track Staff manuals. Will eventually be listed in the Appendix
 - b. AV equipment needs

During CFW

Saturday

Saturday General Responsibilities

1. Connect with Camp/Guest Services staff
 - a. Acquire OPD material from camp office (keys, radio, relevant schedules (ex. other groups, floating bear, etc.))
 - i. Cedar – Welcome Center
 - ii. CH
 - iii. FS
 - iv. LW
 - b. Give a locations chart to camp office
 - c. Site Specific
 - i. CH, FS, LW
 1. Communicate any known changes in student attendance, housing, and meals. (get this info from the OSR)
 2. Confirm emergency contact info for nurse and emergency procedures for health issues. – See Appendix
2. Check in with OSR and make sure they are in good shape
 - a. Set up, staffed, things printed, Track/ROS material ready to go, Potential financial issues
3. Connect with Bible Speaker & Worship Director
 - a. Make sure they are settled and ready to go (especially if a guest speaker/worship director)
 - b. Confirm Pre-assigned meeting times
 - i. Sunday at 4 PM
 - ii. Tuesday at 9 AM
 - iii. Thursday at 9 AM
 - iv. Schedule additional meetings as needed
 - c. Make sure they have a locations chart, staff jobs, and dish relief chart as needed based on site location
 - d. Make sure things are good to go for Saturday Night and Sunday morning and all parties know how things are going to flow.
4. Connect with IFES prayer coordinator as needed
 - a. Worship Director will make sure they can access the IFES PowerPoints/Videos.
 - b. Worship Director will encourage the IFES person to urge students to give \$30 each. Help make sure the staff member urges students to consider giving \$30 at the Thursday night offering at least twice during the week.
 - c. IFES Instructions are in the Appendix – Make sure that the IFES person has seen this info
5. Print out the following (Make sure the AA is done making changes)
 - a. Locations Chart
 - i. Post around camp
 - ii. Hand out at Track PD meeting
 - iii. Give to Camp Office
 - b. Staff Jobs (Registration jobs, staff jobs, dish relief)
 - i. Post around Camp
 - ii. Hand out at Track PD meeting
 - c. Track Rosters (From AA tool)

- i. Hand out at Track PD meeting
 - d. Cedar
 - i. Print Site Stewardship chart (From AA tool) and post around Camp
- 6. Label Manila Envelopes in OPD office with the names of all the chapters present. These will be used to collect commitment cards on Thursday. Chapter staff will collect these at the end of the week.

Saturday 4PM PD meeting

1. Set up

- a. People Present: OPD(s), Track PDs, Camp representative if possible
 - i. Bible Speaker and Worship Director are invited, but not expected to come
- b. Location: See Location Chart
 - i. Cedar: Popular bend
 - ii. CH:
 - iii. LW:
 - iv. FS:
- c. Items to give Track PD's (Track PD's take enough for your staff)
 - i. Staff Schedule
 - ii. Tri-carbon commitment cards.
 - iii. Location Chart
 - iv. Staff Jobs Chart
 - v. Affiliation Chart from AA tool for LTeam PD
 - vi. Track Roster
 - vii. Cedar: Staff Dish Relief

2. Agenda

- a. Introductions, prayer requests & prayer.
- b. Schedule and Responsibilities
 - i. Staff Jobs: PD's responsibility to do the job until delegated to appropriate staff.
 - 1. Cedar Dish Crew Relief: Remind track staff of dish crew throughout the week (esp. Sunday morning).
 - ii. 9:30p.m. Track staff meeting in track location (on Locations Chart).
 - iii. Handout and review the location chart details. PD's take enough for their track staff.
 - iv. Pass out and review CFW schedule, especially:
 - 1. It is imperative that tracks end on time for students to meals on time. Encourage students to go directly to meals.
 - 2. Track staff meetings are scheduled for Monday and Wednesday at 1:15 p.m., but feel free to do them over breakfast. Wednesday's meeting is optional.
 - 3. Cedar Specific
 - a. Students eat *all* meals on the side they are housed, *except for Sunday night where they eat on their track side*
 - v. Review Saturday night Snack Clean-up: after the Track Staff meeting, Track staff are to come back to clean up the dining hall.
 - vi. Support lights out and getting sleep in your track.
- c. End of week details
 - i. PD Track Evaluation forms are now online.

1. Please note that you will receive one evaluation that will encompass speaker, worship director, track PD, and general staff feedback.
 2. You will receive an email with the link or you can go to the Midwest Cluster Library and access it there.
 3. Please reference your staff manual so you know what data the survey will be asking for and take notes on it thru out the week.
- ii. Remind PDs that expense reports are done electronically on the normal excel expense report form and sent to the DST (cfwivliexpenses@intervarsity.org).
- d. Tracks
- i. Handout Track Rosters (these are for their benefit and reference for assigning small groups/table groups etc. – these do not need to be collected)
 - ii. **Getting materials: Make sure your track boxes have what you need in them by checking the checklist attached to each box (or the track box supplies list in the PD manual)**
 1. Fill the box as needed from the extra supplies bins
 2. **If something is missing or you empty the extra supplies bins please contact the DST ASAP so more supplies can be ordered.** Email cfwivli@intervarsity.org with the details of what needs to be ordered.
 - iii. Reminder Tracks *meeting in the Large Group location that they will have to have their room set up for Large Group after track.*
 - iv. Keep your track room cleaned up, clean it completely on Thursday
 - v. Returning Materials: Bring all left over materials back to where you got them from. Do not leave them in your room as track locations change.
 1. Fill the box as needed from the extra supplies bins
 2. If something is missing or you empty the extra supplies bins please **contact the DST ASAP so more supplies can be ordered.** Email cfwivli@intervarsity.org with the details of what needs to be ordered.
 - vi. Please help to keep things organized: Track Materials can be found and returned to:
 1. Cedar: bring them to Poplar Bend.
 2. CH
 3. FS
 4. LW:
 - vii. Pass out tri-carbon commitment cards for each track
 1. Top copy to chapter staff (for readability reasons)
 - a. Return Chapter Staff copy to this location (where you are currently meeting) and place in appropriate envelope
 2. Second Copy to student
 3. Third copy to track PD so they can evaluate how the track went
 - viii. Confirm equipment/AV needs and room set up with track PDs and report to the Guest Services Coordinator as needed any changes from what you communicated earlier in the week.
 - ix. Ask the LTeam PD to touch base with you after their meeting this evening on the following things
 1. Chapter staff needs – students with disabilities, non-christians in camp, things the chapter is wrestling with that would be relevant for you/speaker to know, etc.
- e. Location Changes

- i. Discuss any location changes that have occurred since things were printed
 - ii. If there are any location change requests they need to be made ASAP – We will do our best to accommodate them.
- f. Any other questions or issues? Contact the OPD (you) if there is a need or see something that isn't working.
 - i. Make sure they know how to contact you
- g. Site Specific
 - i. Cedar
 - 1. MC & OMP OPD's need to meet with the LTeam PD to figure who is going to run the other Chapter Leaders meeting
 - ii. CH
 - iii. FS
 - iv. LW

Saturday Dinner: 6:30-7:00 PM

1. Announcements

- a. Welcome to CFW
- b. Prayer for Food (feel free to pray after everyone has gotten their food and then move into announcements)
- c. Bring up Camp Crew: this is a brief welcome from the camp and brief announcement
- d. All Chapter Staff mtg (not just leadership team) - 7:00 p.m.
- e. Track Staff Mtgs are at 9:30 p.m. following the end of Large Group
- f. All Site staff Mtg 8:15 a.m. Sunday
- g. Meal Procedure
 - i. Cedar
 - ii. CH
 - iii. FS
 - iv. LW:
- h. Late Registration Today (insert location)
- i. First Large Group at 8
- j. Site Specific
 - i. Cedar
 - 1. 10-12 Dishwashing Volunteers
 - ii. CH
 - iii. FS
 - iv. LW

Saturday: 8PM Evening Large Group

1. CFW OPD Intro Talk Overview (8 min)

- a. Introduce self
- b. Welcome students to CFW (Camp does not do this anymore)
 - i. Show welcome video
 - ii. Add anything that needs to be said –that wasn't in the video
- c. Affirm the students for sacrificing to come.
- d. We are here for a distinct purpose (Note new InterVarsity Christian Fellowship/USA NSC Banners if present at your location)
 - i. Connect national vision and purpose statement to CFW (can point to hanging banners).

- e. I would like to point out the phrase: “witnessing communities” in light of our CFW experience:
 - i. We naturally tend to do things to take care of ourselves & of our own communities.
 - ii. This week we want to focus on opening our hearts & directing our energies towards those who do not know Jesus.
- f. A second part I want to highlight is “growing in love for God’s people of every ethnicity & culture.”
 - i. This is not us just trying to be politically correct...
 - ii. This is the heart of God.
 - iii. This is a calling God has spoken to InterVarsity in no uncertain terms.
 - iv. It is our desire to create a place of hospitality. To welcome all of you as if you are home. The challenge is the homes we come from can be different. As we take many steps to bridge this gap, one thing we are offering again this year is our Welcome Receptions for our ethnic minority students, those will take place on Monday Afternoon from 2:30 to 3:30.
 - v. Additionally, even though weeks are more ethnically diverse than others, depending on which schools are here, we will work hard to offer diversity in the following ways:
 - 1. Worship styles
 - 2. Prayer styles
 - 3. Teaching styles
 - 4. Food preferences
 - 5. Church backgrounds
 - vi. This is a privilege & an opportunity to learn if your attitude is open.
 - 1. Rarely in our churches or chapters do we have the diversity that is here.
 - 2. Unfortunately, we tend to shy away from people who are different from us.
 - 3. We don’t learn & people can feel invisible & ignored.
 - 4. Get out of your comfort zones. Greet & get to know people different from you.

2. Intro Bible Speaker (5 min)

- a. Introduce the Bible Speaker and give the Bible Speaker a few moments to introduce themselves.
- b. Give speaker 5 minutes to introduce themselves if needed and they desire

3. General announcements (5 min)

- a. Cedar: Play Cedar orientation video
- b. Living together in community
 - i. Drive SLOWLY!!
 - ii. Sharing a bedroom with 7 others requires a different skill set.
 - iii. Love as Jesus loved: selfless, giving, serving, cultivate humility.
 - iv. Key things needed to do this:
 - 1. On time to meetings
 - 2. Showers: short & not too early or to late
 - a. Monday – Thursday buffet breakfast will be served 8:00- 8:45 am. With tracks beginning at 9:00am. Showers could be taken before or during breakfast, right after lunch or in the evening before bed.
 - 3. Food & clean up
 - 4. Site stewardship

5. Participating in SG
6. Toughest area, requiring the most abnormal sacrifice – lights out and quiet in cabins by 12:30 AM.
 - a. Not to be treated as a speed limit.
 - b. Selfish to others who need sleep & to staff who have prepared teaching sessions.
 - c. I want you awake to meet God.
 - d. Do it as a spiritual discipline.
 - e. If you find you need to stay up later, please do so in (location you designate). We also have Justices of the Peace who will be closing the other common areas at midnight.
 - i. They would rather be in bed.
 - ii. Respect them, respect each other, and respect the fact that we are living in close, scheduled community this week to meet God & to build up each other!
- c. Snacks will be served tonight in the dining hall.
- d. Breakfast will be served from 9:15am – 10am tomorrow. You will need to make your sack lunch!
- e. Large Group will be in the morning followed by a ROS (which you'll learn more about it tomorrow)
- f. Track locations & start times
 - i. See location chart
 - ii. Have on Power Point Slide
- g. Cedar: Floating Bear Schedule (including commuting issues for split-side weeks at Cedar e.g. allow extra time for travel)
- h. Late registration is open tonight until midnight at (insert location of registration)
- i. All track staff will have a meeting tonight in your track locations after the completion of Large Group. Approximately around 9:30 p.m.
- j. All staff, we will have a meeting at 8:30 a.m. tomorrow morning in (see location chart).
- k. Sadly, we have had a couple incidents of theft in recent years. You can safeguard sizable amounts of cash by securing it in the safe at the Welcome Center, or keep it or any other valuables in the trunk of your car.
- l. Press into God this week!
- m. Dismiss for snacks in the dining hall.

Sunday

Sunday: 8:15-9 AM All Site Staff Meeting

Location: See location Chart

1. Items Needed for meeting

- a. Worship Director and Bible Speaker on-site evaluations (pre-printed and available with other OPD materials or print from appendix)
- b. Internet Policies & Passwords
- c. Extra locations chart, staff job, or staff dish relief chart,

2. Agenda

- a. General Stuff
 - i. Introductions around the room.
 - ii. Prayer for students, and staff (Specifically: Worship Director, Bible Speaker & Track PD's)
 - iii. Thanks for hard work with last night's snack set up & clean up.
 - iv. If you did not receive a locations chart, staff job, or staff dish relief chart, then get them here (track PD's please return extra's)
 - v. Get 3 volunteers to fill out Bible Speaker & Worship Director evaluations for the **first 3 Large Groups**.
 1. Collect after each of the first 3 large groups.
 2. These can be found in the OPD track box or printed (end of this document)
- b. Policy and Procedure
 - i. Go over Internet policy & passwords.
 1. **Cedar**: Wireless Internet access for staff only. Emphasize what staff cannot do according to the policies.
 2. **Cedar**: The OPD's have access to a wifi hotspot that will allow you to restriction free access to the internet for staff/track related purposes. Connect with me as needed.
 - ii. Notify OPD or Camp Guest Services staff directly regarding facilities problems.
 - iii. Anything from a camp representative who might be there.
 - iv. Share nurse contact info if available.
- c. Schedule
 - i. There will be a staff recruitment dinner this week. Are there any volunteers for this? OPD will plan day and announce. **There might be national recruitment brochures to use.**
 - ii. Optional: Based on staff desire
 1. Table talks options: ask staff if they are interested in hosting other table talks. (GP's, Evangelism, ME, etc.)
 - iii. Monday Afternoon: Welcome Receptions for ethnic minority students
 1. Encourage staff to send their minority students to the receptions
 2. As needed: Encourage staff to work with their white students who may not understand the value in these receptions.
 - iv. Tuesday Dinner
 1. Track Specific

- a. Cedar: Cook out plan for Tuesday weather permitting
 - b. FS: No Cookout
 - c. CH: not sure
 - d. LW: not sure
 - v. Staff Party Wednesday, 9:30 p.m.
 - 1. Cedar: Feel free to partner up with the two sides and have it at
 - vi. Next all site staff meeting Thursday 1:15 PM Thursday.
 - vii. Track staff meetings are Monday and Wednesday at 1:15 P.M., unless instructed otherwise by track PD.
 - viii. All new staff are invited to eat breakfast with our new staff host (from staff jobs)
 - ix. Invite all staff to come by (insert relevant location), any night after Large Group to hang out with other staff.
- d. Call to Commitment
 - i. There will be a call to commitment during one of the Large Groups this week. (This will likely happen Wednesday, please determine that with the Bible Speaker and communicate that to the rest of the staff)
 - ii. Remind staff of what the conversation definition entails:
 - 1. A person's decision may be a first-time decision to become a Christian or a "nominal Christian's" decision to become a Christ-follower. A "nominal Christian" is a Christian in name only, not in fact; this would include the cultural Christian or socialized Christian. This definition gives staff permission to include students who have experienced an "awakening" or "recommitment" or "adult decision" and who now consciously follow Christ.
 - iii. ***In addition to counting decisions, we also need to collect the names and schools of those students who make a decision.***
 - 1. OPD's you will be asked to report the name, school and chapter of all conversions that happen during your week on the OPD evaluation.
 - a. "There is a grid to record this information found in the section labeled Thursday All Site Staff Meeting Agenda"
 - 2. **Remind chapter and track staff** to share names of students with you who make commitments in tracks or chapter times as well.
 - 3. Remind Chapter Staff that they are not to report these names as part of the AFR process as the DST will do that based on the survey you as the PD fill out.
 - a. Reason: The DST has the ability report AFR conversions after the reporting deadline and thus will be included in your final AFR numbers.
 - iv. Additionally, we will also be counting commitments to mission. Please do your best to count these when that call to commitment is made.
 - 1. The speaker will be inviting *students into a specific application action step that will contribute in some meaningful way to the chapter's purpose on campus (as opposed to a privatized decision disconnected from others).*

2. Students should identify a specific, measurable, action step such as reaching out to a specific non-Christian friend, a specific activity that you will do as a small group leader next year, etc.
- e. Chapter Stuff
- i. Ask chapter staff: are there any special issues that PDs need to be aware of (e.g. large number of catholic or disabled students, etc)?
 - ii. Helping Chapters without a staff in camp: ensure those students are connected well to the program during chapter prayer. This connection could be...
 1. OPD is praying with those students,
 2. OPD delegated another staff without students to pray with them,
 3. OPD connected those students with another chapter that has a staff in camp.
 - iii. Registration: Chapter Staff please make sure your students pay their balances. *If your students don't pay their balance by Tuesday their balances will be converted to a differed payment. If that is not paid by the end of the summer your account will be charged.*
- f. Site Specific
- i. Cedar:
 1. Read Sunday morning dish crew roster. Tell Staff this is dish crew and NOT dish crew relief, begin by doing dishes at least by 9:45am.
 - a. Depending on Student crew and MP track participants, this may not be needed

Sunday: 9:15-10 Breakfast

1. Announcements

- a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
- b. Welcome late arrivals
- c. ROS materials (come with Track handouts) can be picked up at ____.
- d. Worship begins at 10:30 at ____.
- e. Make Sack Lunch after Breakfast.
- f. Move cars if parked in wrong spots

Sunday: 10:30-12 Sunday Large Group

1. Preparation

- a. The Worship Director will organize the morning.
 - i. Touch base with WD to make sure you know where you fit in the order
 - ii. Influence the morning as little as possible, but as needed, based on what is happening at camp
- b. Work with OSR to make sure ROS/Track Handouts to Large Group so those that came late can grab them before heading into their ROS
- c. Have track locations on a power point slide and/or have location charts posted in plenty of spots around the Large Group area

2. *OPD Retreat of Silence Talk (5 minutes):*

- a. The goal is to give a brief explanation of a Retreat of Silence, some helpful advice & any logistical details the students need at that point.
- b. The next 2+ hours are set aside for a retreat of silence.
 - i. We ask that you do not talk with anyone but God until 2:45 P.M.
- c. Two responses
 - i. Introverts after 8 hours in the car: YES!
 - ii. Extroverts might be panicking.
- d. A retreat of silence is an extended time to be with God.
 - i. Want to start the week off right.
 - ii. You have been busy – slow it down.
 - iii. Some people love this.
 - iv. Others it is hard but still good. Don't worry if it feels successful. It is a spiritual discipline that will help this week produce fruit in your life.
- e. There are many options:
 - i. Have your sack lunch, eat lunch with God.
 - ii. If your mind wanders that is OK.
 - iii. Outside: dress warm out of the wind
 - iv. Inside: Smile & nod to each other but don't talk. Pretend you are on an elevator with strangers.
 - v. Need to take a nap. OK but do it at the end & set an alarm to be at track on time.
 - vi. Take a walk, sing, play an instrument, write a poem or journal.
- f. Materials to go through on your ROS from your track. If you did not receive them at registration, they are in a file box - where?
- g. Take a bible, notebook, pen, hymn book.
- h. ROS help: If this is your first time & you would appreciate help in structuring your time in ROS, please talk with your staff.
- i. At 2:45 p.m.
 - i. Site specific
 - ii. Cedar: a bell will ring at Cedar.
 - iii. CH:
 - iv. FS: (check your watch)
 - v. LW: a bell will ring
- j. You can continue ROS or enjoy some free time activities
- k. All tracks will begin at 4 p.m. (Communicate locations & times of tracks)
 - i. Note: Show power point
- l. Press into God. Relax with him. Let's leave quietly & maintain quiet.

3. *General Announcements*

- a. Remind staff that you need the evaluation forms
- b. Site Specific
 - i. Cedar
 1. During split-side weeks, the floating bear will leave 30 minutes prior to tracks. Just for tonight, eat dinner on the side of your track because you go back to track after dinner.
 2. Pizza Party instructions (if applicable).

4. Post Worship

- a. After Worship return ROS box to PD office
- b. Collect Evaluations after Large Group if possible, need them for Sunday's 4:00 PM Meeting

Sunday: 4:00 PM OPD, Bible Speaker, Worship Director Feedback

- Note – If no Leadership Team PD there may be a scheduling conflict
- Make sure to collect feedback forms from Staff
- Note: Regarding feedback forms.
 - In general, it is best for you not to give the actual evaluations to the Bible Speaker and Worship Director. Rather it will serve them better if you can share a filter version with them that is summation of your observations along with what the evaluations had to say.
 - It may be helpful for you to hang on to the forms to aid you as you fill out the survey monkey at weeks' end. However, it is *not* necessary to send them to Bible Speaker Dean or Worship Director dean. Anything they need to be made aware of should show up in the survey monkey.

1. Preparation

- a. Collect and “filter” feedback forms for the Bible Speaker and Worship Director

2. Agenda

- a. Support, Encourage, give feedback to WD and Bible Speaker
- b. Touch base on what to keep the same and what to change in upcoming Large Groups

Sunday 6:30-7 PM: Dinner

1. Announcements

- a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
- b. Chapter Prayer Locations posted
- c. SG meetings in your rooms
- d. Public Lights Out 12:00 a.m. except for
 - i. Cedar
 - ii. CH
 - iii. FS
 - iv. LW: Blue Ox
- e. 12:30 AM - Lights Out in Rooms
- f. Move Cars if parked in wrong spots
- g. Meal Procedure Reminder
 - i. Cedar
 - ii. CH
 - iii. FS
 - iv. LW:
- h. Tracks start at 7:45 p.m.
- i. Welcome receptions tomorrow afternoon: if you have questions about those talk to me or to your staff worker
- j. Site Specific

- i. Cedar
 1. Regarding privacy, encourage students to “respect that living units are not open to the opposite sex except during tracks or chapter prayer.”
 2. Pizza Party reminder (if applicable)
 3. OPD, Bible Speaker, Initiatives, Worship Director staff do dish relief if we don’t have enough MP/Student Crew
- ii. CH
- iii. ES
- iv. LW

Monday

Monday General Responsibilities

1. Check in with camp contact to make sure things are going well from their perspective and to report any highlights or concerns from your end
2. Check in with the OSR to make sure things are going well
 - a. Collect List of Students owing money
 - b. Collect list of no shows to share with LT PD, who will share it with LT Staff to make sure the no shows are expected or if there should be cause for concern
 - c. OPD checks in with other chapter staff regarding no shows
 - d. Verify where Late Registration is happening
3. Make sure the Proxe station staff is up and running outside of the large group
 - a. Details are still coming for what this will look like
4. Check the Overstock supplies and notify the DST if things need to be ordered so that supplies can arrive in time for the following week.

Monday Breakfast

1. *Announcements*
 - a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
 - b. Reminder about welcome receptions this afternoon
 - c. Announce as needed (shouldn’t be many if any)

Monday Lunch

1. *Announcements*
 - a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
 - b. Recreation and store announcements
 - i. We may have an announcement sheet given at registration which might allow for no announcement or at least a brief announcement
 - c. Nametag reminder
 - d. Rice is available at most every lunch & dinner. (make sure it actually is)
 - e. Track Staff Mtg 1:15
 - f. Welcome Receptions will start at 2:30 – see location chart for locations
 - g. Bookstore and Literature announcement (likely lunch or dinner/not both)
 - h. Hygiene – Wash Hands
 - i. Registration – have Details from OSR on the following

- i. Late registration
- ii. A- list of everyone still owing money or B- invite everyone who knows they owe money to meet with the OSR right after lunch
- iii. To Chapter Staff and Students – anyone still owing money will be given a deferment if payment is not received by dinner time Tuesday.
- iv. Cedar – if two sides check with OSR as to when they will be on your side
- j. Site Specific
 - i. Cedar
 - 1. Pizza Party reminder (if applicable)
 - 2. Dish crews need to eat right away and start dishes 15-20 minutes after meal starts.
 - 3. Only if doing: Site Stewardship: Why and today’s specific locations & groups. (Get locations from AA tool)
 - ii. CH
 - iii. FS
 - iv. LW
- k.

Monday Dinner

1. Announcements

- a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
- b. Bookstore and Literature announcement (likely lunch or dinner/not both)
- c. Late registration (Talk with OSR for details)
- d. Cookout tomorrow night for dinner at 6 pm at (location)
- e. Remind non-chapter staff they are invited to hangout in (insert location) with other staff after large group
- f. Site Specific
 - i. Cedar
 - 1. Pizza Party reminder (if applicable)
 - 2. Staff dish crew relief reminders (names)
 - ii. CH
 - iii. FS
 - iv. LW

Monday Evening: 7:45-9:15 Large Group

- 1. The Worship Director will organize the evening.
 - a. Touch base with them to make sure you know where you fit in the order
 - b. Influence the evening as little as possible, but as needed, based on what is happening at camp
- 2. Collect Evaluations after Large Group if possible, need them for Tuesday mornings Meeting

Monday Evening: After Large Group

- 1. Do rounds with Justice of Peace (Mon or Tues) - Lights out in public places at 12 midnight except designated hang out; lights out in sleeping areas at 12:30 AM

Tuesday

Tuesday Morning: General To-Do's

1. Site Specific
 - a. Cedar, LW, CH?
 - i. Determine with Camp prior to lunch if the cook out will happen.
 1. Cookout should only be held if the temperature is above 60 with very little threat of rain.
 - ii. FS: FYI FS does a cook in
2. Check in with camp to make sure things are going well from their perspective and to report any highlights or concerns from your end
3. Check in with OSR

Tuesday Breakfast

1. *Announcements*
 - a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
 - b. Late registration (Talk with OSR for details)
 - c. Site Specific
 - i. Cedar
 1. Pizza Party reminder (if applicable)
 - ii. CH
 - iii. FS
 - iv. LW

Tuesday: 9:00 AM OPD, Bible Speaker, Worship Director Feedback

1. *Preparation*
 - a. Collect and “filter” feedback forms for the Bible Speaker and Worship Director
2. *Agenda*
 - a. Support, Encourage, give feedback to WD and Bible Speaker
 - b. Touch base on what to keep the same and what to change in upcoming Large Groups

Tuesday Lunch

1. *Announcements*
 - a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
 - b. Bookstore and Literature announcement (likely lunch or dinner/not both)
 - c. Late registration/remaining balance needs to be done today (Talk with OSR for details)
 - d. Something about how to use the day
 - e. Cookout tonight (yes or no)
 - f. Site Specific
 - i. Cedar
 1. Pizza Party reminder (if applicable)

2. Remind staff about dinner dish crew if MP's are not covering this
 - ii. CH
 - iii. FS
 - iv. LW

Tuesday Dinner/Cookout

1. Announcements

- a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
- b. If cookout – none
- c. If inside
 - i. Late registration (Talk with OSR for details)
 - ii. Something about how to use the evening
 - iii. Bookstore and Literature announcement (likely lunch or dinner/not both)
- d. Site Specific
 - i. Cedar
 1. Pizza Party reminder (if applicable)
 2. Dish crew reminder for staff assigned
 - ii. CH
 - iii. FS
 - iv. LW

Tuesday Evening:

1. Do rounds with Justice of Peace (Mon or Tues) - Lights out in public places at 12 midnight except designated hang out; lights out in sleeping areas at 12:30 AM

Wednesday

Wednesday Morning: General To-Do's

1. Check in with camp to make sure things are going well from their perspective and to report any highlights or concerns from your end
2. Check email for next weeks housing list for staff who are staying over. Should be there by 5pm.
3. Make sure the staff party host has what they need and are ready to go
4. Find out weekend meal times for those who are staying over (add them to the end of Thursdays all staff meeting agenda)
5. Unpack and put away any of the packages that arrive at camp.

Wednesday Breakfast

1. Announcements

- a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
- b. Shouldn't be many if any
- c. Site Specific
 - i. Cedar
 - ii. CH
 - iii. FS

- iv. LW

Wednesday Lunch

1. Announcements

- a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
 - b. Bookstore and Literature announcement (likely lunch or dinner/not both)
 - c. Recreation
 - d. Store
 - e. Site Specific
 - i. Cedar
 - ii. CH
 - iii. FS
 - iv. LW
- 2.

Wednesday Dinner

1. Announcements

- a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
- b. Bookstore and Literature announcement (likely lunch or dinner/not both)
- c. Staff party after Large Group
- d. Staff Meeting tomorrow at 7:15
- e. Site Specific
 - i. Cedar
 - 1. Dish Crew Relief as needed
 - ii. CH
 - iii. FS
 - iv. LW

Wednesday Evening: 7:45-9:15 Large Group

1. The Worship Director will organize the evening.
 - a. Touch base with them to make sure you know where you fit in the order
 - b. Influence the evening as little as possible, but as needed, based on what is happening at camp
2. Their will likely be a Call to commitment this evening help the Speaker and Worship Director prepare
3. Record the number, name, and school of those making first time commitments on the chart below/next page
4. Record the number of students making a commitment to mission on the chart below/next page
5. Collect Evaluations after Large Group if possible, need them for Thursday mornings Meeting

Wednesday Evening: Staff Party

1. Check in with staff
2. Collect Evaluations for Bible Speaker/Worship Director

Thursday

Thursday: General To-Do's

1. Check in with camp to make sure things are going well from their perspective and to report any highlights or concerns from your end
2. Track materials: make sure that all materials are sorted & ready for the next CFW.
 - a. Note for Final CFW at Location (or June week at Cedar)
 - i. Fill out the inventory sheet [found here](#) also:
 - b. Return Track Materials to storage location
 - i. Cedar Popular Bend
 - ii. CH: Vehicle or location to be picked up by U of I staff for LW week
 - iii. FS: vehicle to be taken to Josh Bilhorn's office
 - iv. LW: make sure all track material is put back where it was picked up. Make arrangements with Robert Burdett for the placement of the materials.
3. Make sure all is set for the IFES offering
4. Unpack and put away any of the packages that arrive at camp.

Thursday Breakfast

1. *Announcements as needed (shouldn't be many if any)*
 - a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
 - b. Shouldn't be many if any
 - c. Site Specific
 - i. Cedar
 - ii. CH
 - iii. FS
 - iv. LW

Thursday: 9:00 AM OPD, Bible Speaker, Worship Director Feedback

1. *Preparation*
 - a. Collect and "filter" feedback forms for the Bible Speaker and Worship Director
2. *Agenda*
 - a. Support, Encourage, give feedback to WD and Bible Speaker
 - b. Touch base on what to keep the same and what to change in upcoming Large Groups

Thursday Lunch

1. *Announcements – see announcement chart*
 - a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
 - b. Recreation
 - c. Rides?
 - d. Evaluations – See your email
 - e. Bookstore and Literature announcement (likely lunch or dinner/not both)

- f. Site Specific
 - i. Cedar
 - ii. CH
 - iii. FS
 - iv. LW

Thursday: 1:15- 2 PM All Site Staff Meeting

1. *Items needed for meeting*

- a. Housing assignments for staff staying over
- b. Meal schedule for staff staying over
- c. Turn over help sign-up sheet (preprinted or printed from appendix)
- d. Friday Chapter Meeting sign-up sheet (preprinted or printed from appendix)

2. *Agenda*

- a. Pray and Praise
 - i. Report from tracks & chapters. Praise via good stories.

ii. Have staff share names of students who have made first time commitments and write them down. Remind them to share them with you after tonight's Large Group as well.

- 1. Commitments to Mission # _____
- 2. First Time Commitments # _____

Name	School

- iii. Prayer.
- b. IFES Prayer
 - i. Get volunteers to collect and count IFES offering
- c. End of week details
 - i. Collect remaining, Bible Speaker and Worship Director evaluations.
 - ii. If you can help with turnover on Friday meet Guest Services staff (have staff fill out sign up form)
 - 1. Cedar: in Willoughby Lounge (OMP) or Wharfside Lounge (MC) at 8:45 am.
 - 2. CH
 - 3. FS
 - 4. LW
 - iii. No leaving early. Students should be in bed tonight for safe driving.
 - iv. Remind PD's about commitment card process
 - 1. Top copy to chapter staff (for readability reasons)
 - a. Return Chapter Staff copy to this location and place in appropriate envelope
 - 2. Second Copy to student
 - 3. Third copy to Track PD so they can evaluate how the track went
 - v. Pass out a sign up for those who wish to have a chapter meeting on Friday
 - vi. Clean track & leadership team rooms & return and fill track boxes with material based on track box material list
 - 1. Leave the box and room better than you found it
 - 2. Locations
 - a. Cedar: to Poplar Bend (including MC tracks)
 - b. CH
 - c. FS
 - d. LW:
 - vii. You are encouraged to identify and call the incoming PD of the track you just ran and give them some verbal notes as to how the track went.
 - 1. Please also call the PD's of the non-Cedar sites if there was no previous week at their location
 - viii. Clean & vacate staff housing by 9am even if switching to new housing. If in same housing no need. Read cleanup instructions from camp.
 - 1. Cedar does not clean staff housing, Staff clean staff housing for incoming staff. Sign the "room cleaned by..." card telling incoming staff who cleaning their cabin.
- d. Finishing well
 - i. Thank you to Bible Speaker, Worship Director, and Volunteers
 - ii. Blessings & goodbyes to anyone leaving staff.
 - iii. If needed the office will be open
 - 1. Cedar until 5p.m. tomorrow. (Friday)
 - 2. CH
 - 3. FS
 - 4. LW

- iv. Remind staff to fill out online evaluations for each week they are at CFW. There will be one survey monkey that will include Camp, track, worship director, bible speaker evaluation
- v. All expense reports should be emailed to the DST. (cfwivli@intervarsity.org).
- vi. Closing prayer of thanks
- e. Have staff who are staying over for the next week remain after the meeting to receive their housing and registration assignments.
 - i. Discuss options for what to do when staying over
 - ii. Meal times for when students are gone:
 - 1. Cedar: Friday lunch: 12:30 p.m., Friday dinner: 6:30 p.m. & Saturday breakfast: 8:30 a.m.
 - 2. CH:
 - 3. FS:
 - 4. LW:

Thursday Dinner

1. Announcements

- a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
- b. IFES offering reminder.
 - i. Checks made out to IFES/USA (not to InterVarsity)
 - ii. Will be able to give via credit card using the slips on that will be placed on their chairs.
- c. Lost and found.
- d. Friday morning pick-up breakfast times and details
 - i. Cedar
 - ii. CH
 - iii. FS
 - iv. LW
- e. Thanks to Camp Crew & Staff, Student Crew Track, Ministry Partners, InterVarsity Staff
- f. Clean-up philosophy & duties
 - i. Cedar – will be working to get camp clarity on this
 - ii. CH – will be working to get camp clarity on this
 - iii. FS – will be working to get camp clarity on this
 - iv. LW – will be working to get camp clarity on this
- g. Pass out a sign up sheet for staff and students to sign up for turn-over if needed (print from appendix)
- h. Evaluations – link emailed to you
- i. Site Specific
 - i. Cedar
 - ii. CH
 - iii. FS
 - iv. LW

Thursday Evening: 7:45-9:15 Large Group

1. The Worship Director will organize the evening.
 - a. Touch base with them to make sure you know where you fit in the order
 - b. Influence the evening as little as possible, but as needed, based on what is happening at camp
2. OPD Re-Entry Talk
 - a. The Re-entry talk gives the OPD a chance to thank the Bible Speaker publicly and to prepare the students for going home & give any last minute logistics.
 - b. Outline
 - i. Thanks
 1. Students for their service to each other.
 2. Staff, Bible Speaker, Worship Director.
 3. God.
 - ii. Practical thoughts about going back home.
 1. You are an integrated & tired being – crashing physically can make you feel crashed spiritually.
 2. Can't do it alone. Keep in fellowship.
 - a. Get involved in some ministry.
 - b. Start a GIG with high school friends.
 3. Maintain your QT's
 - a. Cut something to make room for this, say time on the internet?
 4. Read Christian books.
 - iii. The next 36 hours
 - iv. Chapter Prayer.
 1. Get some sleep.
 2. Clean up sleeping rooms, please read instructions posted on the wall in your cabins. And get it ready for the next group of students.
 3. Pick up breakfast.
 4. IFES offering basket out.
 5. Safe driving, 2 people awake, seatbelts, potty breaks.
 6. When you return home you will find an email waiting for you with a link to an online evaluation for CFW (via survey monkey). Please fill it out; it will only take a few minutes.
 - v. Finally, prepare what you will say to the question, "How was your week?" Prepare to be able to give glory to God & intrigue people to allow for further witness.

Thursday Evening: After Large Group

1. Remove all Locations Charts and Site Stewardship Charts.
2. Put out basket at breakfast buffet for students to give to the IFES in the morning.
3. Collect the IFES offering and
 - a. Cedar: place offering in Landa Miller's desk (top right drawer) if you are leaving before the Cedar Office opens Friday morning.
 - b. CH: Update's Coming

- c. **FS**: Update's Coming
 - d. **LW**: Updates Coming
4. If the OPD is leaving early Friday morning, then ask a fellow staff to collect the IFES offering from Friday morning breakfast, count to money, report the amount to the OPD so they can report the total amount collected. Then...
- a. **Cedar**: place offering in Landa Miller's desk (top right drawer) if you are leaving before the **Cedar** Office opens Friday morning.
 - b. **CH**:
 - c. **FS**:
 - d. **LW**:

Friday

Friday Morning: General To-Do's

1. Check in with camp to make sure things are going well from their perspective and to report any highlights or concerns from your end
 - a. Return OPD material to camp office (keys, radio, relevant schedules (other groups, floating bear, etc.), etc.)
 - i. Cedar – Welcome Center
 - ii. CH
 - iii. FS
 - iv. LW
2. Fill out the OPD survey or at least make some notes along these topics and questions so that you will be able to better fill out the survey when you get to it in the next few days.
 - a. Bible Speaker
 - i. What was the best about this speaker and his/her talks?
 - ii. Did the speaker honor the job description and duties?
 - iii. Do you have any possible recommendations for next steps?
 - iv. Are there any concerns you would like to notify/discuss with the Bible Speaker dean?
 - b. Worship Director
 - i. What was the best about this worship director and their leadership?
 - ii. Did the Worship Director honor the job description and duties?
 - iii. Do you have any possible recommendations for next steps?
 - iv. Are there any concerns you would like to notify/discuss with the Worship Director dean?
 - c. CFW Program
 - i. What was the best things about the week?
 - ii. Do you have any possible recommendations for next steps?
 - iii. Are there any concerns you would like to notify/discuss with the OPD Dean?
 - d. Camp Facilities
 - i. What was the best things about the camp?
 - ii. Do you have any possible recommendations for improvements?
 - iii. Are there any concerns you would like to notify/discuss with the OPD Dean?
3. Once you fill out the OPD survey you can discard the Worship Director and Bible Speaker evaluation forms that staff filled out during the week.
4. Organize track materials
 - a. Cedar: Popular Bend
 - b. CH
 - c. FS
 - d. LW
5. Complete the OPD evaluation ASAP by going to the Midwest Cluster Library and following the link or respond to the email you receive.

Friday Breakfast

1. *Announcements as needed (shouldn't be many if any)*
 - a. Prayer for meal (feel free to pray after everyone has gotten their food and then move into announcements)
 - b. Shouldn't be many if any
 - c. Site Specific
 - i. Cedar
 - ii. CH
 - iii. FS
 - iv. LW

Appendix

Emergency Procedures (in process)

All Sites

1. Accidents
 - a. Human life is greatest concern: If an accident is life-threatening, call 911.
 - b. If not life threatening, contact OPD and camp Nurse/EMT for injury evaluation
2. General
 - a. If there is any incident (health, accident, other) happens at camp please notify Curt Wilson ASAP
 - b. Talk with Camp and identify if there is a Nurse/EMT on site for the week.
 - c. Gather emergency procedures from camp
3. Reporting
 - a. Incident type:
 - i. Damage has been done to property (car, building, etc...)
 1. Please obtain/take a picture of event to be submitted with InterVarsity Incident Report
 - ii. Hospitalization
 1. Please obtain copy of Discharge File. For injury diagnosis, name of doctor, title and phone number will be needed to fill out the InterVarsity Incident Report.
 - iii. Police report has been filed
 1. Please obtain a copy of the Police Report. Information on it will be needed to fill out InterVarsity Incident Report.
 - b. Please complete Incident Report and send to National Office as soon as possible.
 - i. Electronic Incident Report is found on InterVarsity National Website: <http://stafflife.intervarsity.org/forms/incident-report-form>
 - c.

Cedar

1. Camp Address
 - a. 1128 S Cedar Campus Dr
Cedarville, MI 49719-0425
 - b.

2. X-rays: Kinross Clinic does not do them. Go to Sault Ste Marie Hospital
- 3.

Camp Harvest

1. Camp Address
 - a. 6829 East 72nd Street
Newago, MI 49337
- 2.

Forest Springs

1. Camp Address
 - a. N8890 Forest Ln Westboro
 - b. Westboro, WI 54490
- 2.

Lake Williamson

1. Camp Address
 - a. 17280 Lakeside Drive
Carlinville, IL 62626
- 2.

CFW Staff Jobs

Brief Descriptions

1. **Meeting Bells** - Rings the bell 10 minutes before sessions.
2. **Registration (some must be there by 2 PM Saturday)** - Helps with registration of students - doing tasks as assigned by OSR (or OPD or Admin. Assistant). Five groups needed: 2 - 4 PM, 4 - 6 PM, 6 - 8 PM, 8 - 10 PM, and 10 - 12 AM. So, please be on time for your assignment, or even come early, so you can get some training.
3. **Welcome Party Coordinator – Setup, Cleanup** Coordinates dining room setup for Saturday evening reception. Leave Large Group early (ends at 9:15 P.M.). Make sure food is out. Organize cleanup and breakfast setup after 10:30 p.m. with track staff. Meet with camp cooks at dinner Saturday to confirm.
4. **Meeting Room Setup (1 to 2 people per LG Location)** - Ensures meeting room is set up for Large Group sessions. Checks with Worship Director about any needs. Recruit others for help on big projects.
5. **Sound Board person** - Runs sound and records the Bible Teachings.
6. **Easy Worship/PowerPoint person** - Runs the slides for Large Group session.
7. **Justice of the Peace for Men and Women (2 people/location)** - Turns lights out in public places at 12:00 a.m. except for one designated hang out area. Ensure lights are out in student housing by 12:30 a.m.
8. **New Staff host** -- Meet with new staff at Sunday breakfast to answer any questions.
9. **Staff of Color Reception Host:** Works with OPD and other staff with students of color to create a welcome reception. Reception runs Monday from 2:30-3:30.
10. **Proxe Station:** A staff who will set up and display the proxe. Train on the Proxe (at least once) Run the proxe at least once during the week. (suggest running it before large group on Wednesday).
11. **Staff Party** - Helps OPD organize the Wednesday night staff party. Please do not ask the kitchen for food. Please remember the current money available is \$2 per staff.
12. **Literature/Books Announcements** - Works with bookstore/book table as to which books should be publicized.
13. **Summer Opportunities plugs** – Helps identify students who can plug various summer opportunities. Coaches them in ABC's (Appropriate, Brief, Christ Centered). Connects them with the Worship Director to give 5 min. plugs during large group for Summer Crew, Leadership Institute, UP's and GP's. Use IVLI promo and Crew promo video's.
14. **Reception Host:** Organize and coordinate reception(s) for ethnic specific chapters. (see email template for more details)
15. **Site Specific**
 - a. **CH, FS, LW**
 - i. **Book Table:** Set up and run book table at non Cedar CFW sites. See book table policy below for further details.
16. **Last week (or June Week) at Camp Inventory:** A couple of people to help inventory and repack all CFW material that is stored on a seasonal basis.

CFW Worship Director Evaluation

Note: Please return to Overall Program Director

Worship Director's Name _____ Date _____ Feedback provided by _____

How would you like to **affirm**, encourage, bless and call out gifting's in the worship director?

On a scale of 1 (needs major improvement) to 5 (very well done) please rate the worship director on the following aspects. Share comments in the margins as needed especially if giving them a 1 or 2.

Needs major Improvement		Acceptable		Very Well Done
1	2	3	4	5

Note: Ideally 3 of the genres listed should be included in each plenary.

Note 2: Please circle areas that need improvement

_____ Diversity of songs: Hymns/Liturgy/Creed, non-English, contemporary

_____ Diversity of songs: Asian, Gospel, Latin, White, Other _____

_____ Stage presence/leadership (explanations, verbal eloquence, confidence)

_____ Transitions.

_____ Musical excellence: helping students grow in their musical gifts (rehearsal).

- Note: there are a significant number of factors that play into music quality, so please be extremely gracious with how you rate this one.

_____ Nonmusical elements (slide backgrounds, art, videos, dramas, creative responses)

_____ Response time: facilitate space to respond to the Bible teacher's message.

_____ Other: _____

Brief comments to help explain your answers above:

Feedback forms are to be turned in to the OPD to be promptly reviewed with the speaker!

Bible Speaker Evaluation

Speaker's Name _____ Date _____ Feedback provided by _____

How would you like to **affirm**, encourage, bless and call out gifting's in the speaker?

On a scale of 1 (needs major improvement) to 5 (very well done) please rate the speaker on the following aspects of their talk. Share comments in the margins as needed especially if giving them a 1 or 2.

Needs major Improvement		Acceptable		Very Well Done
1	2	3	4	5

- _____ **Introduction** that draws people into the text and core message.
- _____ **Core message** that is appropriate to and framed by the biblical text.
- _____ **Organization** of the talk is clear and easy to follow.
- _____ **Illustrations** relevant, helpful, and contextualized to the diversity of the audience.
- _____ **Delivery** with good presence and pace, volume, etc.
- _____ **Media**, set-up and/or materials that bring the talk to life.
- _____ **Timing** within the defined expectations for the evening large group.
- _____ **Engagement** both emotionally and intellectually for the audience.
- _____ **Call to commitment** effectiveness (reflection, creative response, application points)
- _____ Other: _____
- _____ Provide brief bullet points to help **explain** the opportunities to grow listed above:

Comment on **what worked best** for you about this talk:

Feedback forms are to be turned in to the OPD to be promptly reviewed with the speaker!

IFES Offering Instructions

This year's offering will go toward 4 projects:

1. Nigeria's Land of Promise
2. Francophone Africa's Mission Student Conference
3. Eurasia's Bible & Life
4. Uruguay's Mark Dramas

Here are a couple of suggestions and reminders to help with the actual offering.

1. Checks should be made out to "IFES/USA"
2. Students can give via credit card!
 - a. Please use the pre-printed credit card slips (found in OPD office). Place on chairs prior to the offering
 - b. Be sure to give students time to fill out the form
 - c. Perhaps let them know ahead of time (dinner announcement) that they can give via credit card and should bring it with them to the celebration
 - d. They can also give online at www.ifesoffering.org Select CFW in the second drop down menu
3. Site Specific
 - a. Cedar: Give offering to Landa and she will take care of mailing it in
 - b. All other Sites
 - i. It is preferred to not send cash through the mail. A money order or personal check for the cash is preferred.
 1. IFES prayer person or OPD should keep the cash and then write a check for the cash collected to be included with the other checks and CC slips that is mailed to IFES/USA
 - ii. Please mail all checks and credit card slips in the pre-paid, self-addressed envelope provided to:
IFES/USA
Attn: Heather Connolly
PO Box 436
Platteville, WI 53818
 - iii. Include a copy of the IFES Offering Collection Sheet with the offering

Offering Collection Sheet

*Intended to be used for a quick count. This form is optional, but if completed, please send in with the offering.

DATE: _____ CONFERENCE: _____
DESIGNATION: _____

CASH			COIN		
\$100	x	_____ = \$ _____	25¢	x	_____ = \$ _____
\$50	x	_____ = \$ _____	10¢	x	_____ = \$ _____
\$20	x	_____ = \$ _____	5¢	x	_____ = \$ _____
\$10	x	_____ = \$ _____	1¢	x	_____ = \$ _____
\$5	x	_____ = \$ _____		Other	= \$ _____
\$1	x	_____ = \$ _____		Total Coin	= \$ _____
		Other = \$ _____			
		Total Cash = \$ _____			

CONFERENCE DIRECTOR: _____

Total Cash: \$ _____

Total Coin: \$ _____

Total Check: \$ _____

Total Credit Card: \$ _____

Grand Total Collected: \$ _____

COUNTED BY:

Print Name _____ Signature #1 _____

Print Name _____ Signature #2 _____

Additional Notes/Donations Received After Official Count:

IV Book table policy – Non-Cedar Sites

1. Order books from IVP 1-2 months out
 - a. Order the Small Conference in a Box from IVP
 - b. Add books from our suggested book list
 - c. [Order books here](#)
 - i. Use account 230966
2. Shipment
 - a. Have them shipped to camp with a predetermined delivery date
 - b. May have to have them shipped to a staff
3. Request a cash advance via an expense report for \$150 to the Midwest cluster account 694187
 - a. Go to the bank prior to camp and withdraw \$150 dollars
 - i. 50 in 5's
 - ii. 100 in 1's
 - b. Books are sold at 25% off
 - c. Books on the book list are 50% off
 - d. Checks are made payable to InterVarsity
 - e. Deposit cash and checks using the deposit form at a chase bank (with OSR Supplies)
 - f. Send an email to curt.wilson@intervarsity with this filled out
4. Payments
 - a. Have checks made out to InterVarsity
5. Returns
 - a. Box everything back up according to instructions that arrive with the box
6. Download Excel file for reporting purposes – if nothing there use the next page
 - a. <http://collegiateministries.intervarsity.org/midwest-cluster-library>

What OPD's are no longer doing

1. Presidents breakfast
2. Affiliation talk – unless there is no LTeam PD
3. LT track staff meeting – Unless there is no LTeam PD