

**CATHEDRAL OF THE PINES
HANDBOOK**



2009

Spring 2009

Dear Parents,

Summer is almost upon us and we are looking forward to having your child at Cathedral of the Pines Camp!

This handbook is designed to answer most of the questions you may have about camp. There is a tremendous amount of valuable information in this handbook, so please take the time to read it thoroughly. **You should read this handbook each year even if you are the parent of a "seasoned" camper. Substantial revisions in policy and procedures have been made this year to better serve our campers.**

When helping your child get ready for camp, please keep in mind that we send our children to Cathedral of the Pines to learn and grow in their faith in Jesus, as well as to have a great time. Please do not allow your child to bring anything that would distract from our purpose.

We feel that a camping experience at Cathedral of the Pines will be one of the highlights of your child's summer. Good preparation for camp (through thoroughly reading this handbook, discussion with your child and packing the necessary supplies) will enhance your child's experience. We are anxious to get to know your child during his or her stay. If you have further questions after reading this handbook, please contact me at the church office.

Sincerely,
Kris Ericksen
Camp Coordinator
612.767.2207

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❖ THE MISSION OF CATHEDRAL OF THE PINES ❖

Cathedral of the Pines Camp serves children and young people, ages 9 - 18, by enhancing their spiritual and emotional development. The summer camping experience in the natural beauty of Caribou Lake at Lutsen, Minnesota, helps the youth of Mount Olivet Lutheran Church and the community grow in their relationship with God. Cathedral of the Pines is the "heart and soul" of Mount Olivet Lutheran Church.

PSALM 121

I lift up my eyes to the hills — from where will my help come?

My help comes from the LORD who made heaven and earth.

He will not let your foot be moved; he who keeps you will not slumber.

He who keeps Israel will neither slumber nor sleep.

The LORD is your keeper; The LORD is your shade at your right hand.

The sun shall not strike you by day, nor the moon by night.

The LORD will keep you from all evil; he will keep your life.

The LORD will keep your going out and your coming in from this time on and forevermore.



OUR CAMP SONG ~ MY GOD AND I

My God and I go in the field together,
We walk and talk as good friends should and do;
We clasp our hands, our voices ring with laughter
My God and I walk thru the meadow's hue;
We clasp our hands, our voices ring with laughter
My God and I walk thru the meadow's hue

Here in this quiet lovely green seclusion
We call it our Cathedral of the Pines
I've walked with Christ, I've heard the call to serve Him
I've found the peace, which comes to hearts and minds.
I've walked with Christ, I've heard the call to serve Him
I've found the peace, which comes to hearts and minds.

❖ GENERAL INFORMATION ❖

THE CAMPING EXPERIENCE

Cathedral of the Pines offers a secure and welcoming community where campers can try new activities, broaden interests, make friends, express themselves, come closer to God and feel a sense of belonging.

We promote an environment free of physical or emotional abusive/harassment/bullying behavior. This type of behavior is not tolerated, has strong consequences and arrangements may be made for the immediate return of the person to Minneapolis.

SAFETY AT CAMP

Safety is given top priority at Cathedral of the Pines. Facilities and policies have been constructed to provide a thorough and consistent safety program. During the Staff and Counselor trainings, all Camp Staff and Counselors are trained in safety rules and expectations for all aspects of camp life. Safety regulations are discussed and practiced by all Campers, Counselors and Staff. Please talk to your camper about the importance of following all rules.

FORBIDDEN SUBSTANCES POLICY

Cigarettes, alcohol, chewing tobacco, and illicit drugs are forbidden at camp. Additionally, the use of prescription medications for purposes of (or by persons other than) medically prescribed is also forbidden at camp (unless a parent provides a signed note indicating the changes from medical prescriptions, as otherwise described in the section of this Handbook entitled "Medications and Supplements" on page 8. If any person violates these rules, parents will be called and arrangements may be made for the immediate return of the person to Minneapolis.

HARMFUL SUBSTANCES POLICY

Guns, knives, fireworks, other explosives, lighters, matches or anything harmful to your child or others are not allowed at camp or on the bus.

SMALL ELECTRONICS POLICY

Camp is a place to celebrate and enjoy the great outdoors – to take a break from everyday life. For this reason, small electronics are not allowed at camp or on the bus to and from camp. This includes: cell phones, pagers, walkmans, discmans, stereos, boom boxes, MP3 players, Gameboys, T.V.'s, DVD players, computers, etc. All small electronics seen at camp or on the bus will be retained by the camp and be available upon return to Minneapolis. Please find the Camp Coordinator in Minneapolis to claim any small electronics that have been retained. **If you bring small electronics to camp or on the bus, they may be subject to loss or damage. Cathedral of the Pines Camp will not be held responsible for any such items.**

CARE PACKAGE POLICY – See Page 17 for Policy

WHEEL POLICY

Skateboards, Rollerblades, Scooters and Rollerskate Shoes are not allowed at camp.

CHEWING GUM POLICY

Chewing gum is not allowed at camp

OTHER ITEMS

The cabins are very small. Please do not bring excessive equipment such as sporting goods, musical instruments, coolers, etc.

DAMAGE CONTROL POLICY

Each time the camp population changes, every cabin is inspected for graffiti and/or other damage, including tampering with fire extinguishers. Fines will be levied by informing the responsible Camper/Counselor and by sending a bill to the parents of that person. All bills must be paid before the Camper is allowed to register for a return to camp. \$25.00 will be charged for any writing/carving; any other damage will be billed according to the cost of the repair.

CAMP HEALTH SERVICE

The camp health center is overseen by a volunteer Health Professional whenever possible. When a professional is absent, adult staff members, trained in First Aid and CPR, are available to assist with camper needs. General care and first aid supplies are available at camp. For some other medical services, Grand Marais Hospital and Clinic is located approximately 30 minutes from Cathedral of the Pines. The nearest surgical facility is located in Duluth approximately two hours away. Please understand that the Grand Marais Hospital and Clinic accepts only limited insurance coverage. Any expenses incurred off camp property are the responsibility of the family.

If your child is brought to an offsite facility, is prescribed medication, or should otherwise need any emergency care, the Health Professional or a Camp Staff member will contact you.

MEDICATIONS AND SUPPLEMENTS

ALL medications and supplements (ingested and topical), both prescription and non-prescription, must be given to the Camp Coordinator upon check-in at the parking lot in Minneapolis. The parent or guardian will sign a medication/supplement list at this time. Medications/supplements will be given to the Health Center Coordinator or the volunteer camp Health Care Professional upon arrival at camp. That person will dispense medications/supplements to campers. However, it is the camper's responsibility to ingest their medications/supplements. Cathedral of the Pines will not be liable for a camper's failure to ingest the medications/supplements provided by a staff member.

Medications/supplements must be clearly labeled and in the original containers. We will not disperse prescriptions in someone else's name, or on a schedule other than indicated on the label, without a signed note from a parent indicating those changes. A note stating the conditions for their use must accompany non-prescription (over-the-counter) drugs or supplements. The Health Center Coordinator or the

volunteer Health Care Professional will call the parent or guardian collect if health/medication/supplement needs are not clear.

Medications/supplements will be returned to the camper immediately prior to leaving camp. Medications/supplements which either a) does not fit in campers luggage, or b) requires refrigeration, should be claimed upon return to Minneapolis from the Camp Coordinator.

BEHAVIORAL EXPECTATIONS

All participants in any Cathedral of the Pines camping program are expected to:

- Behave in an appropriate manner at all times during their attendance at Cathedral of the Pines
- Follow all age appropriate rules
- Follow all bus rules
- Obey all camp safety rules, including staying within camp boundaries
- Follow the "one bell" rule
- Listen and follow instructions
- Use appropriate language
- Cooperate with other campers and staff without extraordinary staff involvement
- Respect the rights and property of others
- Participate in all activities with their cabin group without individual supervision
- Attend chapel twice daily; behave respectfully in chapel
- Attend all meals
- Attend to their own personal care needs
- For campers who bring medications/supplements to camp – ingest all medications/supplements when dispensed.

All of the above behavioral expectations will be clearly explained at the beginning of each camper session.

❖ BEFORE YOU GO TO CAMP ❖

CANCELLATION/CHANGE OF TRANSPORTATION

If you are unable to keep your camping reservation, please notify the Camp Coordinator at the church office as soon as possible, so that those on the waiting list have ample time to prepare for camp.

The \$50.00 deposit is **non-refundable**. If we are able to find another camper to take your reservation, a refund of the balance you have already paid will be made.

If your transportation to or from Camp will be other than our chartered bus, the custodial parent (when applicable) should notify the Camp Coordinator, in writing no later than one week prior to the camping period. There will be no discount if transportation is other than by chartered bus.

We will be unable to stop at any point to pick up or drop off campers on the way to or from camp.

PAYMENT OF CAMP FEES

Complete payments are due at the church office by the due date listed on the Balance Due Notice. If payment has not been received by the due date, we reserve the right to cancel the camper's registration and replace it with one from the waiting list.

Checks or money orders should be made payable to Cathedral of the Pines, Inc.

If you have paid by Credit Card (Visa and MasterCard accepted), the entire amount has already been charged to your account.

2009 CAMP SPONSORSHIP POLICY

Sponsorships are available for campers who are financially unable to attend camp.

Mount Olivet Members: \$50.00 deposit optional. Up to full tuition will be covered if necessary.

Non Members: \$50.00 deposit required. Up to 50% of total tuition will be covered if necessary.

To apply for a sponsorship, the parent or guardian should submit a written request to the Camp Coordinator. This information will be kept confidential.

CAMPER DATA AND HEALTH FORM

The Camper Data and Health Form has been designed to give the Camp Staff the information that is needed to take care of the physical and emotional needs of all of our campers. We pledge open and honest communication while your child is with us and ask that you do the same in disclosures before camp and have a willingness to work with our staff to make your child's experience a success.

The Camper Data and Health Form must be returned to the Camp Coordinator at Mount Olivet Lutheran Church no later than June 15, 2009. The Data and Health Form must be completed and signed by a parent or guardian and the camper. Your child cannot attend camp unless the form is completed and on file at Mount Olivet Lutheran Church.

Be certain that each section is completed; incomplete forms will be returned. Please be sure to include the date of the camper's most recent DPT/Td immunization. If you have any questions or concerns, please contact the Camp Coordinator.

❖ **PACKING FOR CAMP** ❖

MARKING YOUR BELONGINGS

Please mark each piece of equipment and clothing sent with your child. At camp, some clothing/items may be misplaced, left at camp, or packed into another child's bag. Thus, proper "ID" on equipment and clothing will greatly assist in the return of articles to their proper owner. In the fall, unclaimed items are donated to charity.

BEDDING

Campers are allowed one sleeping bag or bedroll and one pillow. (Bedroll should include two warm blankets or the equivalent and single sheets.)

WHAT TO PACK IN

Campers are allowed one suitcase or duffel bag and one carry on.

CLOTHES TO HAVE FUN IN

Please, send clothing items that campers can really play in. Campers will get involved in a "hands-on" way and their clothing may show the wear and tear. Please, do not send expensive clothing to camp. **Camp will NOT be responsible for lost or damaged articles.**

FOOTWEAR

Camp terrain is rocky and uneven. Campers are requested to wear proper shoes (not clogs or flip-flops) at all times, particularly for athletics and hiking. Sandals are only appropriate for going to the beach or shower.

LAUNDRY

Laundry facilities are not available to campers. Please send sufficient clothing for the entire camping period.

SUGGESTED ITEMS TO BRING

Suitcase/Duffel should contain:

Clothing:

Daily changes of underwear and socks

Long and short sleeved shirts

Sweatshirt(s)

Jeans

Shorts

Nightwear

Somewhat nicer clothes for Sunday Church

Warm Jacket

Rainwear

Swimsuit and beach towel

Extra pair of tennis shoes

Sandals for beach/shower

Other Items:

Towel and washcloth

Soap and shampoo

Toothbrush and toothpaste

Individual toiletry articles

Laundry bag

Plastic bag (for packing wet suit and towels)

Flashlight

Stationery, pens, pencils (optional)

Suggestion: You may want to make a list of all items brought to camp and include a copy of that list in your camper's suitcase to assist the camper and his or her Counselor when packing for home. When unpacking, you can then verify that everything came home with your camper, or you can contact the church office if something is missing.

Bibles for study will be provided at camp.

MONEY

Each camper is responsible for his or her own spending money. Please be reasonable about the amount of money you send with your camper. In the excitement of camp, campers often forget where their money is located. Please discuss with your camper the amount of money sent with him/her, the proposed use of the money, and the location of the money. Please tell your camper to inform his/her Counselor if they cannot locate their money.

Money is needed for:

Crafts: Items range from \$.50 to \$2.00. The camper may go to the Craft Center from one to five times during the week.

Canteen: Open twice a day. Limit of two refreshment items per time.

Snacks	\$.50 - 1.00
Candy	\$.25 - 1.00
Beverages	\$.50 - 1.00
Stamps	\$.28 and .44
Misc. Camp Souvenirs	\$.50 - 10.00

Offerings: Sunday and one Missionary offering will be collected each week.

Cathedral of the Pines Camp Sweatshirts, T-shirts, and Sweatpants are available by mail order only. Orders will be taken up until July 31, 2009. An order blank is included in the packet along with this handbook, or you may pick one up at the church office.

❖ CAMP LIFE ❖

CABIN ASSIGNMENTS

Cabins assignments are determined upon arrival at camp with a maximum of six campers per cabin. A high school age volunteer Counselor is assigned to each cabin. Every effort will be made to put each child with his or her desired group of friends. *A special note to groups of five* — there is a high likelihood that your group will be split into two cabin groups in cabins located next to each other due to cabin configurations. Your child will be allowed to cabin with at least one of their friends.

MEALS

Mealtimes are one of the highlights of our camp days. Meals are a time for songs, stunts, laughter, and of course — food! Some meals may have a special theme. Three meals are served each day. Cabin groups sit together and share the responsibilities of clearing their table.

SPECIAL DIET

Cathedral of the Pines Camp is able to operate cost effectively through the use of volunteer Cooks. We cannot provide special meals without advance planning. If any person requires a special diet, a doctor's prescription must be given to the Camp Coordinator at Mount Olivet **at least two weeks in advance** of the camping period. A staff member will contact the parent to make appropriate arrangements **in advance**. Accommodations will not be made without a doctor's prescription. We cannot provide special vegetarian meals, however fruits, vegetables and grains are available at each meal. The camper will need to choose from what is offered.

BIRTHDAYS AT CAMP

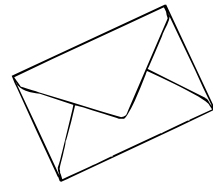
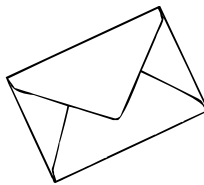
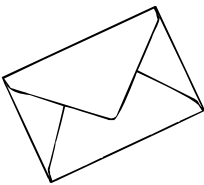
For every birthday that occurs during the camping period, there is a birthday treat served for sharing with cabinmates as well as lots of recognition from the camp community. We encourage you to send birthday cards to your child. You will not be able to speak with your child on their special day so plan ahead with your birthday correspondence.

MAIL

"Mail Call" is held each day during lunch. It is a highlight for your camper, so please write or send cards often! One can never tell about the mail delivery, so you may even want to get a postcard on its way before your camper leaves for camp! All camper correspondences should be sent by U.S. Mail. Faxes will not be distributed to campers.

Address all mail to:

Camper's Name
Date of Camping Period
Cathedral of the Pines Camp
760 Caribou Trail
P.O. Box 159
Lutsen, MN 55612-0159



CARE PACKAGE POLICY

NO Care Packages allowed for all campers, workstaff and counselors. A "Care Package" is defined as anything larger than a letter or card envelope. Unfortunately, the receiving of care packages at Cathedral of the Pines has turned into an issue. Care packages – who gets them and who doesn't – often becomes a hurtful time for many campers. Parents often comment on the pressure that they feel to "send the best care package". This is one thing that we feel we can easily rectify by eliminating care packages from the camping experience. Letters and postcards are always welcomed and encouraged.

Any care package that arrives at camp will not be distributed to the camper, workstaffer or counselor and will be sent back on the return bus. Please check the church office for all returned care packages.

Please discuss this Care Package Policy with your camper as well as their friends and other relatives prior to camp.

PHONE CALLS

Cathedral of the Pines has only one phone line. Campers are not allowed to use the phone. Please do not call your camper. Please do not promise your camper that he or she can call you from camp or that you will call him or her. Your cooperation in explaining our policy to your child is appreciated. If you have a family emergency, you may contact the camp at 218.663.7255. We will relay a message to your camper. The Camp Coordinator can be reached at the church office 612.767.2207 for any other questions or concerns.

DAILY CAMP SCHEDULE

Rising time

Morning devotions in the chapel

Flag Ceremony

Breakfast

Cabin Clean up

Bible centered Christian living classes

Elective classes —

crafts, nature, swimming instruction, sports fundamentals (baseball, softball, soccer, basketball), canoeing and archery may be offered for campers 7th grade and up

Lunch

Rest period

Sports and recreation —

swimming, softball, soccer, kickball

Canteen

Large group activity

Large group story time

Dinner

Planned group recreation

Chapel

Canteen

Cabin devotions

Camper Cabin Time (Cabin Area Patrolled)

Lights out

WATERFRONT

Cathedral of the Pines Camp takes waterfront safety very seriously. The waterfront is under strict supervision. Lifeguards are always on duty during swimming periods. Campers are only allowed in the water with a buddy.

CAMPER CABIN TIME

Following devotions each evening, Counselors are excused for free time away from the cabin area. During this time campers remain in their cabins and are supervised by several adult staff members and various Counselors who patrol the cabin area. That patrol staff responds to camper needs and concerns, as well as making spot checks from time to time. Campers are advised on the first evening as to the procedure to notify patrol staff when necessary. Cathedral of the Pines believes that this 1 to 2 hour time period each night enhances cabin community and offers cabinmates a chance to better bond within a safe environment as well as offering the Counselors a short break.

HOMESICKNESS

Missing home and family (even pets) is natural for children. Our Staff and Counselors are trained in working with children and helping them to deal with missing their home life. Our Counselors live in the closest proximity to your children during the camping period. Camp Staff provides back up, however, the Counselors are the first to respond to whatever situations might develop.

It is not uncommon that the first letter you may receive may indicate a trace of sadness. For some reason

homesickness surfaces most often among our 5th and 6th grade campers, both boys and girls. It is most likely to develop at night, early in the week. Sometimes it seems as if it is contagious, moving through a whole cabin in empathy to one cabin member's bout with tears and fears. It usually burns itself out fairly quickly, as the campers become involved in the excitement of new friends, activities and camping adventures, and campers feel better by the end of the week, and develop a real sense of pride in having accomplished something special.

We ask the Counselors to first try to handle homesickness on their own by keeping their campers active, by helping the campers develop a bond with their cabinmates and by listening, encouraging and empathizing. Usually within twenty-four hours, this works. If it doesn't, the Camp Staff becomes involved with more encouragement and substitute parenting. We encourage the camper to verbalize his or her fears of what they are missing out on at home, or their fears of "something happening" while they are gone.

Spoken fears aren't as powerful as those kept inside. On rare occasions, Camp Staff will determine that a telephone call home might be helpful, however that only happens as a last resort.

Please do not tell your camper in advance that they may call home.

How can you help your child adjust to being away from home?

- Start while your camper is still at home and help them to be proud of being independent and ready for camp.
- Expect that your camper stay the whole session. **Please do not tell your child that they can come home or that you will pick them up if they are homesick — it sets them up for failure instead of success.**
- Practice overnights with family/friends to help campers get used to being away.
- At camp, send upbeat, cheerful letters that focus on how much fun he or she is having and less on what they are missing at home.

WHAT ABOUT WHEN YOU MISS YOUR CHILD?

We know it is difficult for parents to be away from their child during camp — this is normal. We want to work together to make the experience positive for both you and your child!

Some tips, from other camp parents, on what you can do include:

- Before your camper leaves, make a list of things you are going to accomplish while they are enjoying their camp experience (things you may not have gotten around to before now!)
- Write your child a letter or send a card!
- Remind yourself about why you chose our camp.
- Talk with another parent who has experienced the same feelings when their child left for the first time.
- Take time for yourself! Just like your camper is trying new things and experiencing personal growth, be sure you do the same so you can be re-energized when they arrive home with all of their stories!

BEDWETTING

Bedwetting happens most often among the younger campers, both boys and girls, but does happen at all ages. A note from the parents in advance with helpful advice gives us a chance to notify the Counselor who then will follow parent's recommendations. This may include limiting evening fluid intake, late night bathroom visit, checking for wet sleeping bag in the morning, etc. We ask the Counselor to be very discreet and to handle bedwetting very matter-of-factly, especially if other campers become aware of what has happened. We have laundry facilities and staff available to take care of wet or soiled clothing and bedding. Please call the Camp Coordinator with any specific questions.

❖ DEPARTURE AND RETURN ❖

GENERAL TRANSPORTATION INFORMATION

We have contracted with Northfield Bus Lines for roundtrip transportation this summer.

Each bus will have two high school age Counselors/Workstaffers designated as bus supervisors, with authorization to ensure a safe and pleasant journey for all. All Counselors/Workstaffers will wear a special "Counselor" or "Workstaff" T shirt, so that the campers can identify the them more readily.

Age appropriate movies will be shown en route.

A light snack (water and a food snack) will be served. Lunch is served upon arrival at camp.

Restrooms are available on each bus.

FIND A FRIEND

If your camper is entering 3rd - 6th grade and is attending camp without a special friend, make sure to inform us at check-in. A Find a Friend staff member will then match your camper with another.

DEPARTURE

Chartered buses will leave from the Mount Olivet Church – Minneapolis Campus parking lot each scheduled morning. Campers should check in at the front door of the church no later than 7:30 a.m. All camp participants must be in good health on the day of departure. Do not send a child to camp that is ill or injured in any manner. If a camper will not be attending camp or will be delayed on the morning of departure, please call the church office

612.926.7651 to report the camper's absence. The office phones will open at 7:00 a.m. on camp departure days. Buses will leave on schedule at 8:00 a.m.

RETURN

Arrival time on the day of return, for 3rd through 9th graders will be approximately 6:30 p.m. in the Mount Olivet Church Minneapolis Campus parking lot. You will receive a reminder card in the mail with your camper's departure and arrival times on it. You should be in the parking lot by the time stated to pick up your camper. **Please be prompt when picking up your camper!** A great week at camp can turn into a very big letdown if no one is there to meet the bus when they come home! If you have an emergency and absolutely must be late to pick up your camper, please call the church office and leave a message so that we can reassure your camper that you are on your way.

In the excitement of welcoming your camper, items are often left or taken mistakenly. Please be sure to account for all of your campers' belongings.

We will be unable to stop at any point to pick up or drop off travelers on the way to or from camp.

LOST AND FOUND

Items left behind at camp are returned to the church office each week throughout the camping season. Please check at the church office for any items that may have been left at camp. Those items not claimed by September 1 are given to charity.

