

Michigan Mission Center

Campground Board Member Information

2026

Thank you for your service as a director of a campground board. Your leadership in this role is greatly appreciated. This document has been compiled to provide information and assist you with fulfilling your duty as a fiduciary on behalf of Community of Christ and the Michigan Mission Center as you serve as a campground board director. The primary policies, procedures, and guidelines you will need to be aware of and follow are included, but this is not an exhaustive list and it is subject to updates and changes. Board officers and Community of Christ leaders at the mission center, field, and world church levels should be contacted when additional information is needed for making decisions.

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Community of Christ Mission, Vision, Principles

Community of Christ has 250,000 members in more than 60 nations. The church's mission is to "proclaim Jesus Christ and promote communities of joy, hope, love, and peace." Community of Christ International Headquarters is located in Independence, Missouri, USA.

The purpose and mission of the church is to proclaim Jesus Christ and promote communities of joy, hope, love, and peace. The church envisions a time when the promise of God's kingdom shall be fulfilled. We have a vision of that kingdom where the name of Jesus Christ is truly honored, where God's will is done on earth, where the hungry are fed, poverty is alleviated, sinners are repentant, and sin is forgiven.

We believe that love is the proper foundation of our relationship with others, that opportunity to grow in the likeness of Christ should be fostered, and that the resources of the world can be managed to respect and preserve their creation and purpose. We have a vision of a time when all evil is overcome and peace prevails.

We will be an international community of prophetic vision, faithful to the risen Christ, empowered by hope, spending ourselves courageously in the pursuit of peace and justice

Our Enduring Principles define the essence, heart, and soul of our faith community. They describe the personality of our church as expressed throughout the world.

God's revelation in Jesus Christ and continuing presence through the Holy Spirit, as proclaimed by scripture, is the foundation of our faith, identity, mission, message, and beliefs.

We do our best to uphold these enduring principles (values, concepts, themes) as a faithful response to our heritage and our continuing experience with God, Christ, and the Holy Spirit.

- Grace and Generosity
- Sacredness of Creation
- Continuing Revelation
- Worth of All Persons
- All Are Called
- Responsible Choices
- Pursuit of Peace (Shalom)
- Unity in Diversity
- Blessings of Community

Christ's mission is our mission. All ministries, personnel, and resources of the World Church are focused on the whole mission of Jesus Christ through five, life-changing, church-changing, and world-changing Mission Initiatives.

Community of Christ Mission, Vision, Principles

Invite People to Christ: *We are poised to share the peace of Jesus Christ with those who are waiting to hear the redeeming words of the gospel. We fulfill God's ultimate vision as we...*

- Baptize/Confirm Many New Members
- Open New Congregations
- Launch the Church in New Nations

Abolish Poverty, End Suffering: *We are poised to be Christ's hands and feet, reaching out through compassionate ministries that serve the poor and hungry and stop conditions that diminish the worth of persons. We fulfill God's ultimate vision as we...*

- Help Those Who Hurt
- Feed the Hungry
- Support Compassionate Ministries
- Respond in Times of Crisis

Pursue Peace on Earth: *We are poised to restore Christ's covenant of peace, even the Zion of our hopes. The hope of Zion will become reality when we live Christ's peace and generously share his peace with others. We fulfill God's ultimate vision as we...*

- Establish the Temple as a Center to Promote Peacemaking throughout the World
- Engage Children in Peacemaking around the World
- Seek Justice, Create Peacemakers around the World
- Unite with Others to Make Peace around the World

Develop Disciples to Serve: *We are poised to equip men, women, and children to be true and living expressions of the life, ministry, and continuing presence of Christ in the world. We fulfill God's ultimate vision as we...*

- Help All Ages Deepen Their Discipleship
- Empower Priesthood for Mission
- Grow Pastors and Leaders for Mission
- Train and Send Ministers for Mission throughout the World

Experience Congregations in Mission: *We are poised to become congregations that are the true and living expressions of Jesus Christ, woven together by the Spirit, and sent into the world as evangelistic witnesses, compassionate ministers, and justice and peacemakers. We fulfill God's ultimate vision as we...*

- Nurture Congregations of Christ's Love and Peace
- Experience God's Presence through Worship
- Become a People of Peace, Reconciliation, and Healing of the Spirit

Community of Christ Bylaws

Article I - Name

The name of this church shall be "Community of Christ."*

** Note: The name "Community of Christ" was established by the World Conference through WCR 1268 (April 7, 2000) and the new name became effective April 6, 2001. WCR 1268 also provided that "the name 'Reorganized Church of Jesus Christ of Latter Day Saints' remain legally binding and be retained for legal purposes."*

Article II - Purpose

The purpose and mission of the church is to proclaim Jesus Christ and promote communities of joy, hope, love, and peace. The church envisions a time when the promise of God's kingdom shall be fulfilled. We have a vision of that kingdom where the name of Jesus Christ is truly honored, where God's will is done on earth, where the hungry are fed, poverty is alleviated, sinners are repentant, and sin is forgiven.

We believe that love is the proper foundation of our relationship with others, that opportunity to grow in the likeness of Christ should be fostered, and that the resources of the world can be managed to respect and preserve their creation and purpose. We have a vision of a time when all evil is overcome and peace prevails.

We will be an international community of prophetic vision, faithful to the risen Christ, empowered by hope, spending ourselves courageously in the pursuit of peace and justice.

Article III - Theocratic Democracy

Section 1. Definition. The church, as defined by President Joseph Smith III, is a theocratic democracy. It was brought into being by divine initiative, is guided and administered by divine authority, is sustained by the light of the Holy Spirit, and exists for divine purposes. In response to divine initiative, members share responsibility for governing the church. ". . . all things must be done in order and by common consent in the church, by the prayer of faith" (Doctrine and Covenants 27:4).

Section 2. Priesthood. The government of the church is by divine authority through priesthood. It should be noted that the government of the church is through priesthood, not by priesthood. The distinction is important. Ministers must first of all be disciples. Disciples are those who seek to transform this world into the kingdom of God and Christ. In no other way can their claim to divine authority become rich and meaningful.

Section 3. Priesthood Calls. The basic principles pertaining to priesthood calls are that all calls shall be initiated by appropriate administrative officers, shall receive necessary administrative approvals, shall be presented to the candidate for acceptance, and shall be approved by an appropriate conference of members. Specific procedures are established by the First Presidency.

Section 4. Common Consent. A basic principle of decision making in the Community of Christ is common consent. Common consent respects the rights of the people to assent to the general conduct of business within the church and to sustain those called of God to provide leadership. Common consent is exercised when members assemble in conferences in congregations, mission centers, and at the World Conference. Leadership is exercised through the responsibility of presiding officers and members to make proposals to the various conferences to which they are responsible and through recognizing that these conferences have the

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responsibility to review such proposals, to share points of view, and to vote as they feel led by the Holy Spirit.

The rights of the body are safeguarded through the process of common consent as follows:

- a. By the guidance of the Holy Spirit in calling members to the priesthood. All priesthood members are to be ordained according to the gifts and callings of God unto them, and they are to be ordained by the power of the Holy Spirit which is in those who ordain them.
- b. By the requirement that calls to the priesthood be presented for approval to an appropriate conference.
- c. By the right of approval and disapproval which rests with the people who are asked to sustain World Church leaders at World Conference, and local leaders at local conferences.
- d. By the requirement that all things be done with due regard for the duties and privileges of other ministers and members and in harmony with the legislative enactments of the body.
- e. By the provisions for correcting disorder (Doctrine and Covenants 122:10, 126:10).
- f. By the understanding that, for the good of all, properly selected leaders must be allowed to do their work without undue interference, subject always to the provisions made to cover special situations.

Section 5. Leadership and Administrative Functions. Leadership and administration is through members of the priesthood, acting according to their several callings and with the consent of the church. Supervisory leadership of the ministries of the church is vested in the following groups:

- a. The First Presidency is composed of the president and two counselors, and they preside over the whole church. This includes responsibility for the World Conference, field ministries, priesthood quorums and orders, and headquarters functions.
- b. The Council of Twelve Apostles is responsible for the evangelistic witness of the church. Individual apostles may be assigned to various responsibilities of church leadership, including field administration.
- c. The Presiding Bishopric is composed of the presiding bishop and two counselors. They are the chief financial officers and trustees of the church, and are responsible for the administration of the temporal affairs of the whole church.

Together these groups function as the leadership body of the church known as the World Church Leadership Council. To this council, from time to time, additional persons are added because of the unique contribution they make to the administrative, programmatic, or missionary ministries of the church. Other leadership functions are vested in the following councils, quorums, and orders:

Council of Presidents of Seventy
Quorums of Seventy
Quorum of High Priests
Order of Bishops
Order of Evangelists

Section 6. Legislative Functions. Legislation is considered and enacted in World Conference, field conferences, national conferences, cultural area conferences, mission center conferences, and in congregational conferences. These conferences meet at the call of the responsible administrative officers, at times and places determined by the bodies concerned, or without such provisions at times and places set by the responsible administrative officers.

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a. **Authority of Conferences.** Each conference has authority to legislate for those it represents, insofar as it does not usurp rights lawfully centered elsewhere. Accordingly, no congregational conference can legislate for its mission center, such as requiring certain acts on the part of mission center leaders and no congregational or mission center conference can enact binding legislation on matters of World Church importance.

b. **Limits.** No legislative body can rightfully take to itself administrative or judicial functions.

c. **Right to Nominate.** It is the right of all members to make nominations in filling elective offices in the jurisdictions of the church, but this action in no sense denies the right of presiding officers to present concurrent nominations for the filling of such elective offices nor does it suppose that every office should be filled by election. Often program assistants are appointed by presiding officers and sustained by the appropriate conference.

Section 7. Judicial Functions. When conflicts between members or on issues of church polity arise, every attempt should be made to resolve them through the ministry of reconciliation. When these attempts have not been successful, in extreme cases, members of the church have right of access to the courts of the church for protection or redress. Bishop's courts, or where these are not feasible, elders' courts, are standing courts and have original jurisdiction. The Standing High Council exists at the World Church level. It has original jurisdiction in some matters and may hear appeals from bishop's courts. However, the First Presidency has the authority to determine whether any case is subject to a court hearing or a rehearing on appeal.

Article IV - Conferences

Section 1. Conferences. Conferences are the legislative bodies of the church. They may be regular or special. Generally, regular conferences shall be held annually or otherwise as agreed upon by those who constitute their membership. They may represent the church at large, a mission center, or a congregation. They are subject to the jurisdiction of the First Presidency, members of the Council of Twelve, and appropriate mission center presidents or congregational pastors.

Section 2. World Conference. The World Conference is the highest legislative body in the church and should be organized with primary reference to its legislative functions. The World Conference is constituted according to the provisions of the rules of representation and is empowered to act for the entire church. In the World Conference and in a general assembly, the First Presidency shall preside. In case of the absence or disqualification of the First Presidency, the Council of Twelve shall so function.

a. **Leadership in the World Conference.** Members of the First Presidency, the Council of Twelve Apostles, the presiding evangelist, the Presiding Bishopric, the church secretary, the presidency of the Quorum of High Priests, and the presidents of Seventy shall have voice and vote in the World Conference and shall not be eligible to serve as delegates from any jurisdiction. The functioning of the quorums, councils, and orders is considered important to the World Conference; they shall have access to the conference through their presiding officers. The presiding officer of the conference may grant voice to those whose contribution is considered to be beneficial to the conference.

b. **Delegates to the World Conference.** Mission centers are authorized to elect delegates to the World Conference. Delegates are members of the World Conference to which they are elected and are entitled to voice and vote at its meetings.

c. **Basis of Representation.** The number of delegates to the World Conference shall be apportioned to approximate a total of 2,800 persons. Each mission center shall be entitled to two delegates. Additional delegates, in a number adequate to bring the total to approximately

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2,800, shall be apportioned among the mission centers according to their membership enrollment.

d. **Notification.** The Credentials Committee shall determine enrollment of each jurisdiction as of one year prior to the convening of the World Conference and shall use that enrollment as a basis for allocating delegates from each jurisdiction. At least ten months prior to the convening of the World Conference, the Credentials Committee shall inform the president of each mission center of the number of delegates to which that mission center is entitled.

e. **Qualifications for delegates.** The only qualification for eligibility as a delegate to the World Conference shall be membership in good standing in the church.

f. **Certification.** Delegates shall be seated as members of the conference and entitled to vote in the conference's proceedings upon registering with the Credentials Committee. Each mission center should provide the Credentials Committee with a certified list of the delegates and alternates according to procedures approved by the First Presidency.

g. **Delegate voting.** In general, each person seated as a delegate at the World Conference shall be entitled, when present, to cast one vote each time a vote is taken. In extraordinary circumstances, or in situations where a jurisdiction cannot send to the World Conference the number of delegates to which it is entitled, the First Presidency is authorized to implement alternate voting procedures subject to the consent of the World Conference.

Section 3. Field Jurisdiction Conferences. Conferences of mission centers or congregations are regular gatherings authorized by a congregation, a mission center, or by the presiding officer of these jurisdictions. The member of the Council of Twelve who has administrative supervision may also call a conference if the need arises. These conferences have to do with the common interests of the church members within the specified areas. Mission centers have the option of providing for delegate conferences. In such cases the mission center conference is authorized to determine the basis for representation.

Section 4. Special Conferences. Special conferences may be called by the First Presidency for the World Conference; by the mission center president for mission center conferences; and by the pastor for congregational conferences. In emergencies special conferences may also be called by the supervising administrative officer having jurisdiction. The call for special conferences shall specify the purpose of the conference and only business mentioned in the call of the conference may be transacted.

Section 5. Field, National or Cultural Area Conferences. From time to time field, national or cultural area conferences may be convened on the authority of the field apostle(s) concerned, with the approval of the First Presidency. These conferences are by their nature special conferences and so the call for a field, national or cultural area conferences will specify the purpose of the conference and only business mentioned in the call of the conference may be transacted. Field, national or cultural area conferences can be called with at least twelve (12) weeks notice to the congregations concerned.

Section 6. Electronic Conferences and Meetings

All organized units of Community of Christ may hold conferences and meetings electronically if such is determined to be the most suitable method within a given context. Electronic conferences and meetings must be approved by appropriate next-level supervisory administrators and must be in harmony with requirements unique to each body (i.e., World Conference, Mission Center Conference, Congregation Conference, etc.) detailed elsewhere in the bylaws.

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For the purposes of this section, an electronic conference or meeting includes any conference or meeting in which some or all members participate by virtual or other electronic means.

Article V - Congregations

Section 1. Organization of congregations. Congregations are the foundational missional units of the church where participants live out their discipleship. While numbers, complexity, and style may vary significantly, the ability and commitment to meet regularly as a community of disciples with a sense of common identity is the hallmark of each congregation. Congregations are formed by the authority of the field apostle in consultation with local church leaders, and with a vote of those who will make up the proposed congregation. Congregations are disorganized by the authority of the field apostle following consultation with local church leaders. Congregations should be primarily responsible for their own operations and ministries. Support for congregations beyond their ability to provide (e.g., legal, information systems, risk management, real estate, and human resource services) is the responsibility of the mission center and/or the World Church. Congregations are responsible for maintaining current membership data according to World Church guidelines.

Section 2. Congregational officers. Congregations have the freedom to organize themselves in ways that functionally promote the congregation's vision of Christian mission. Even so, annually each congregation shall elect a presiding officer, known as the pastor, and sustain the appointment of a financial officer. The appointment is made by the mission center financial officer. This should be done at a regular congregational conference or at one specifically called for that purpose of which due notice shall have been given. Congregational leaders should keep the mission center leaders fully informed of the condition of the congregation and should have frequent consultation with the mission center leaders.

Section 3. Congregational conferences. Congregational conferences shall be convened at least once annually and at such other times as are determined by action of the body. Congregations may consider legislation relating to congregational affairs. They may also consider legislation relating to the affairs of their mission center and recommend its enactment by that mission center's conference. Congregational conference actions shall be in harmony with, and subject to, mission center conference actions, World Conference action, and subject to the advice of the mission center leaders and World Church officers concerned. Special conferences may be called by the congregational pastor. All congregational conferences shall be scheduled by the pastor in cooperation with the mission center president. The mission center president shall receive adequate notice and should be invited to offer any suggestions or nominations he or she may desire to present. In emergencies, and especially when a congregational pastor is incapacitated or the congregation shall have fallen into disorder, the mission center president may request or call a congregational conference; in this or any other necessary situation the mission center president may recommend procedure, present nominations for office, or do such other things as will best protect the interests of the church. When these interests shall require, the mission center president may take over direction of the congregation for a time, administering the work thereafter—either directly or indirectly—until a more permanent arrangement can be made. If the mission center president is thought to have proceeded unlawfully in any of these matters, appeal is to the supervising field apostle.

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Section 4. Notice of Conferences. Normally notice of all congregational conferences should be given to the members of the congregation at least two weeks prior to congregational conference and should also be sent to the mission center president and to such other officers as might be concerned with the business to be transacted.

Section 5. Quorum. For the transacting of all business at a congregational conference, unless otherwise provided by the conference, six or more members present at any properly called meeting shall constitute a quorum. However, it is the responsibility of every member of the congregation to attend congregational conferences, both regular and special.

Section 6. Presiding. The pastor presides over congregational conferences. At the request of the pastor, or in the pastor's absence, the counselors may preside. Members of the First Presidency, Council of Twelve, or mission center staff may be asked to preside as a courtesy or in view of special circumstances.

Section 7. Responsibilities of the presiding officer. It is the responsibility of the presiding officer to bring to the attention of the body such matters as may require consideration or action; to enforce observance of the rules of order with decorum and propriety; to secure, as far as possible, a due respect and regard for the laws governing the church as contained in the scriptures, mission center, and World Conference enactments, as well as administrative procedures approved by the First Presidency.

Section 8. Emerging Congregations. In the early stages of congregational development, groups such as house churches, expansion groups, cell groups, etc., may be established by the mission center president or the field apostle. By definition, such groups are not fully self sufficient and require significant support from other congregations or the mission center. The groups may have conferences from time to time as necessary with the approval of the mission center president. Lines of administration shall be established by the mission center leadership with the approval of the field apostle. Lines of financial accountability shall be established by the mission center leadership based on guidelines established by the Presiding Bishopric and with the approval of the field apostle. Such groups may be granted full congregational status by the field apostle in consultation with the mission center leadership and with a vote of those who will make up the proposed congregation.

Article VI - Mission Centers

Section 1. Purpose. Mission centers exist to support congregations, facilitate church expansion, and provide linkage between World Church ministries and congregations. Mission centers may vary in size and composition and may be organized on the basis of contiguous congregations, congregations within the same political boundary, congregations that share similar cultural or social identities, or such other criteria as may be determined by the World Church Leadership Council. Key functions include, but are not limited to:

- pastoral support of congregational leaders;
- leadership skill development;
- congregational consultant ministries;
- missionary ministries;
- church planting;
- congregational crisis support;
- financial resource development and support;

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specialized ministries (e.g., children, youth, young adult, singles);
coordination of periodic celebration events (e.g., reunions, camps, conferences, etc.);
technical assistance to congregations (e.g., legal, risk management, real estate, etc.);
human resources; and
essential administrative functions (e.g., implementation of World Church policies,
priesthood administration, pastoral supervision, etc.)

Mission centers shall provide for the networking and grouping of congregations to encourage mutual support, foster church identity, pursuit of common causes, and to provide fellowship, leadership development, and celebration opportunities (e.g., reunions, camps, retreats, and leadership development programs).

Mission centers are responsible for coordinating the management, creation, maintenance, and disposition of campgrounds, administrative offices, and other ancillary facilities and entities that exist within the scope of the mission center's responsibility. Multi-jurisdictional associations may exist for these purposes as well.

Section 2. Formation of Mission Centers. Mission centers are formed by the approval of the World Church Leadership Council with appropriate consultation. Factors to be considered when determining the configuration of mission centers shall include, but not be limited to:
former jurisdictional ties (e.g., district, stake, and regional configurations);
shared congregational interests, styles, and concerns; and
geographic proximity.

Section 3. Mission Center Organization. Mission center organization should be kept as simple as possible. The primary purpose is to support the ministry of congregations and promote the expansion of the church. Therefore, the mission center's focus should be on ministry and witness rather than on administration. In areas of relatively high membership density, leadership availability, and financial capacity, it may be necessary for mission centers to be more highly structured. Such a decision should be made with the concurrence of the field apostle. The principles of stake and district organization as described in various sections of the Doctrine and Covenants may serve, where helpful, in guiding mission center organization.

a. **Mission Center President.** Mission center presidents are appointed by the World Church through procedures established by the First Presidency. They are sustained by the Mission Center Conference and are supervised by the field apostle. The mission center president is the primary representative of the World Church to the congregations that compose the mission center. The mission center president is entrusted with the care and direction of the center's congregations through the properly selected pastors of these congregations and of the nonresident members of the mission center directly or through a nonresident pastor. It is the responsibility of the mission center president to plan the extension and development of the work of the church within the mission center. Mission center staff members and congregational pastors report to and are supervised by the mission center president.

b. **Mission Center Financial Officer.** Mission center financial officers are appointed by the World Church through procedures established by the First Presidency. They are sustained by the Mission Center Conference and are supervised by the mission center president. Mission center financial officers have specific trustee responsibilities in which they are subject to the direction and counsel of the Presiding Bishopric. They are responsible for such trusteeship to the appropriate conference and to the president of the mission center according to the

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provisions of the related budget.

Section 4. Mission Center Councils. Each mission center shall establish a mission center council, a standing body whose primary purpose is to advise mission center officers and staff on matters affecting the core functions of the mission center. Mission center councils shall be established according to World Church guidelines.

Section 5. Mission Center Conferences. Ideally, mission centers should convene conferences at least annually. Mission center conferences are authorized to transact business relating to the enhancement of ministry and expansion of the work within the mission center. Enactments of a mission center conference are confined to matters of concern to the mission center, including the approval of mission center budgets, the election of World Conference delegates, and the approval of legislation to be proposed for World Conference consideration. Mission center conference actions shall be in harmony with, and subject to, World Conference action and subject to the advice of the World Church officers concerned. Mission centers may convene special conferences as needed. If in the determination of the mission center president in consultation with the field apostle, the mission center is unable to convene a mission center conference at least annually (e.g., geographic distance, prohibitive cost, etc.), then the mission center council shall be responsible for establishing procedures through which necessary conference decisions shall be made subject to the approval of the field apostle within World Church guidelines and policies.

Mission centers have the option of providing for delegate conferences. In such cases the mission center conference is authorized to determine the basis for representation.

The field apostle shall receive notice of the mission center conference and should be invited to offer any suggestions or nominations he or she may desire to present. In emergencies, and especially when a mission center president is incapacitated or the mission center shall have fallen into disorder, the field apostle may request or call a mission center conference; in this or any other necessary situation the field apostle may recommend procedure, present nominations for office, or do such other things as will best protect the interests of the church.

When these interests shall require, the field apostle may take over direction of the mission center for a time, administering the work thereafter—either directly or indirectly—until a more permanent arrangement can be made. If the field apostle is thought to have proceeded inappropriately in any of these matters appeal through the administrative line.

Section 6. Notice of Conferences. Normally notice of all mission center conferences should be given to the various congregational pastors within the mission center at least four weeks prior to the mission center conference and should also be sent to the supervising field apostle and to such other officers as might be concerned with the business to be transacted.

Section 7. Quorum. For the transacting of all business at a mission center conference, unless otherwise provided by the conference, six or more members present at any meeting for which proper notice has been given shall constitute a quorum. However, it is the responsibility of every member of the mission center to attend mission center conferences, both regular and special.

Section 8. Presiding Officer. The mission center president presides over the mission center conference. At his/her request or absence, another member of the mission center staff may be

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chosen to preside. Members of the First Presidency, Council of Twelve, or their authorized representatives may be asked to preside as a courtesy or in view of special circumstances.

Section 9. Responsibility of the presiding officer. It is the responsibility of the presiding officer to bring to the attention of the conference such matters as require the consideration or action of the mission center; to require observance of the rules of order with decorum and propriety; and to secure, insofar as he or she is able, a due respect and regard for the laws governing the church as contained in the scriptures and World Conference enactments.

Article VII - World Church Fields

Section 1. Nature of Fields. World Church fields are established by the First Presidency and are groupings of mission centers. Fields are flexible in nature and their configuration will change periodically. The focus of ministry at the field level is to support mission centers in their efforts to support congregations and grow the church.

Section 2. Supervising Ministers. The First Presidency appoints members of the Council of Twelve to supervise fields.

Section 3. Field conferences or in some cases national or cultural area conferences may be called on the authority of the apostle(s) concerned and under rules approved by the Council of Twelve, with the approval of the First Presidency. Such conferences will be special conferences. Only such business described in the notice of the conference can be considered.

Article VIII - Organization of Additional Jurisdictional Units

As “the leading interpreters and teachers of the laws” (WCR 386), the First Presidency has the authority to organize additional forms of organizational units not currently foreseen. Such units may be based on national, other physical boundaries, or no such geographical designations.

Article IX - Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern all conferences of the church in all cases where they are culturally appropriate and where they are not in conflict with these rules of order or any special rules of order adopted by the appropriate conference. In cultures where Robert’s Rules of Order Newly Revised is not known or generally used, locally appropriate rules shall be utilized to guarantee the rights of individual members and groups to participate fully in the deliberative process.

Article X - Amendments

These rules of order may be amended at any World Conference by a two-thirds vote, provided that the full text of such proposed amendments are published in the Herald at least sixty days prior to the convening of the World Conference during which they will be considered

Community of Christ Administrator's Handbook

Community of Christ is a not-for-profit religious organization with 501(c)(3) status with the USA Internal Revenue Service. Community of Christ Bylaws state, "Mission centers are responsible for coordinating the management, creation, maintenance, and disposition of campgrounds, administrative offices, and other ancillary facilities and entities that exist within the scope of the mission center's responsibility." (Article VI, Section 1)

The Church Administrator's Handbook 2005 Edition outlines principles, policies, and guidance for administration of the church including campground properties. Some sections of the Handbook pertaining to campgrounds are printed below. Updated policies and procedures may supersede some items printed in the Handbook and these guidelines are subject to change and interpretation by the appropriate world church, field, and mission center officers.

3. Quorums & Orders C. Presiding Bishopric p. 23-24

The Presiding Bishopric holds title to church properties and its three members are held responsible to the World Church or to the other jurisdictions of the church for whose use and benefit the property is held. As trustees in trust they are legally responsible to the World Conference for all the financial assets of the World Church. It is recognized that they will use discretionary judgment in the management of the temporal resources of the church as they fulfill the requirements of the fiduciary relationship.

11. Campgrounds p.50

Campground associations typically manage campgrounds. Responsibility for programs occurring at campgrounds (reunions, camps, etc.) rests with the officers of mission centers sponsoring those programs. Legal Services at World Church headquarters has created a series of bylaws for campground associations to create more uniform governance of the church's campgrounds. Please contact mission center officers to establish or modify bylaws for campground associations.*

The maintenance, administration, and development of each church campground should be carried out under the guidance of a campground board of directors that represents the congregations and/or mission center(s) concerned. These associations are governed by the bylaws available from Legal Services as stated above. This board of directors is responsible for the physical facilities of the campgrounds, but does not control the programs of camps, reunions, and retreats.

Plans for new development or extensive improvements should be submitted to World Church Real Estate Services for review and approval, and all contracts, leases or other agreements must be reviewed by Legal Services before signing. Camp facilities should be carefully developed and maintained in harmony with increasingly strict camping standards and local and national laws.

Insurance, safety, and other risk management matters should be addressed by contacting Risk Management Services at World Church headquarters.

Information on loans for the purchase, construction, expansion, major remodeling or maintenance of campground facilities can be found in the section on Houses of Worship.

When any piece of property is about to be sold or purchased, Legal Services should be contacted for procedural instructions and approval obtained before a real estate contract is signed.

**Effective Jan. 1, 2011 the Michigan Mission Center was formed merging four previously separate mission centers. In lieu of multi-jurisdiction associations with bylaws, an operating policy was approved for guiding the management of campgrounds within the Michigan Mission Center.*

Community of Christ Administrator's Handbook

Section 15 Fiscal Issues D. Tax Identification Number

In the United States, the church is considered a business organization for tax purposes. The World Church and each U.S. mission center must therefore have its own unique federal tax identification number, known as an Employer Identification Number (EIN). Similar requirements may exist in other nations.

In the United States, an EIN is required for opening an account with a financial institution, withholding taxes and reporting wages for church employees, and making payments to independent contractors. Mission centers, congregations, and campground associations should not use the World Church's EIN. A congregation or campground association may use its mission center's EIN to open accounts but must have its own EIN to withhold taxes and report wages for church employees and to make payments to independent contractors of more than \$600 per year. Any congregation or campground association that does not already have an EIN should contact its mission center financial officer for help in applying for one.

Section 15 Fiscal Issues F. Required Financial Procedures

The basic required financial procedures for mission centers, congregations, and campground associations are budgets, record keeping and reporting, contributions, and audits. The financial officer receives and holds all money and property that is contributed to her or his jurisdiction; gives receipts for them to their contributors; disburses funds according to an approved budget; and maintains a sound system of financial records that accurately describe the transactions that she or he makes. Each mission center should have in place an approved set of internal control procedures that address each of these areas.

1. Budgets: Each mission center, congregation, and campground association should have a budget that supports a program of ministry that is designed to achieve the mission of the church in its particular area. Its administrative and financial officers first prepare a proposed budget that is within the limits of potential funding, and then submit it to the appropriate leadership group (mission center council, congregation council, or campground board) for further consideration. The recommended budget that is developed is presented to the appropriate legislative body for final approval. This process should invite and encourage the general membership to review, understand, comment upon, and ultimately endorse both the program of ministry and the supporting budget for their jurisdiction. The funds of the mission center, congregation, and campground association are received and disbursed according to the approved budget.

2. Record Keeping and Reporting: Each financial officer should maintain records that accurately describe how the funds of her or his mission center, congregation, or campground association were received and disbursed according to the approved budget. Monthly financial reports in sufficient detail should be provided to the membership, informing them of the progress that has been made toward meeting the budget goals.

3. Contributions: Contributions from individuals are the main method of funding the mission of the church in local congregations. The following policies apply to the United States. Similar procedures may apply in other nations. Contact the mission center financial officer.

Cash Contributions: In the United States, envelopes are provided by congregations to individuals or married couples that want to use them to make their offerings. Each contributor should be given a receipt for her or his contribution. There are two methods for doing so. Congregations that use the Shelby system to enter contributions should also produce quarterly statements to be given to the contributor that list the funds that have been contributed. Congregations that do not use Shelby enter their contribution data onto the "Contributors Monthly Statement" form. This is a three-part form: one part is sent to the contributor, the second part is kept by the financial officer, and the third part is sent to Fiscal Services. The parts received by Fiscal Services are entered into the Shelby system to provide a

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database of giving by all contributors. To obtain information on processing of contributions and reporting of contributions, contact Fiscal Services at Community of Christ World Headquarters, 1001 W. Walnut, Independence, MO 64050 or by calling Fiscal Services at headquarters.

Non-Cash Contribution: A congregation may receive noncash contributions such as organs, pianos, and other equipment. An acknowledgment of such a contribution should be provided to the contributor using Form 165—Statement of Acceptance of Non-Cash Contribution. This form is available from Fiscal Services. Contributions of securities (stocks and bonds) require precise handling to ensure the most beneficial tax treatment for the contributor. Acceptance of contributions of real estate must be considered carefully as there are potential liability issues in taking ownership. Before accepting either a security or real estate contribution, contact Fiscal Services for assistance with appropriate methods to process the contribution.

Major and Deferred Gifts: Major gifts are defined as gifts that require significant planning before the gift due to complex situations or the desire to take advantage of U.S. tax benefits. Deferred gifts are gifts created now, but not expected to come to the church until sometime in the future. A good example of a deferred gift is a gift through a will or living trust. Both types of gifts are typically complicated and require significant planning and effort. The church has a team called Estate and Financial Planning Ministries that provides specialized ministry in gift, estate, and financial planning, using a variety of tools and techniques. These services are offered at no cost to the donor and are provided in a confidential manner. Financial officers are encouraged to either contact Estate and Financial Planning Ministries on the donor's behalf or have the donor contact this team directly at World Church headquarters for assistance in gifts of this nature.

4. Audits*: An audit is an examination of the financial officer's records to determine whether they accurately describe the transactions that she or he made, whether her or his receipts and disbursements were consistent with the approved budget, and whether the balances that she or he shows to be on hand are correct. The mission center president, congregation pastor, or campground association board chair should arrange for an audit to be performed at the close of each fiscal year.

*Note: Effective in 2022 internal audits are now financial statement and procedure inspections.

Community of Christ Capital Projects Policy

USA Capital Projects Policy

updated March 2025

Introduction

Exercising good stewardship over our finite resources has enabled the church to pursue mission opportunities locally and globally that embody our vision and mission. The Presiding Bishopric (PB), as chief financial officers and trustees of the church are responsible for the administration of the temporal affairs of the whole church (see World Church Bylaws, Article III, Section 5(c)).

In order to carry out this sacred responsibility we rely on local, mission center, and field leaders to assess how our assets can best support mission locally and maintain the effective operations of the church and its facilities. To this end, The Capital Projects Policy outlines a collaborative approach to assessing and approving local capital needs of \$20,000 USD or more. This amount will be assessed from time to time in response to changes in the economy and the needs of the church.

Definition and Examples

A capital asset is one that will have value in years beyond the year of expenditure, and includes land, buildings, machinery, equipment, furniture and fixtures, land improvements, and vehicles. Some capital projects are easy to identify such as purchasing a piece of land or constructing a building. Other expenditures are harder to classify. If an expenditure is the equivalent of \$20,000 USD or more and either extends the life or improves the value of a capital asset, it is considered a capital project.

Example #1: Main Street Congregation's boiler goes out. If they purchase a new boiler for \$27,500, this is a capital project and is subject to the process below. If they repair the old boiler for \$18,000 and the boiler is essentially returned to its original state of functionality, this is regular repairs and maintenance, and not a capital project.

Example #2: Peaceful Forest Campground needs to do the following in the coming year: replace their commercial dishwasher, golf cart, table saw, and pickup truck, rewire five cabins, and repave a concrete pathway. The board of directors has approved these actions as a part of the capital budget for the coming year, subject to cash availability. These items are all capital assets, and the entire list can be evaluated annually via the process below.

The Field Leadership is represented by the Field Support Minister (FSM) and Field Apostle(s) or other staff members as designated by the Field Apostle(s).

STEP 1

Congregation/Mission Center/Campground ("Local Jurisdiction") requests to engage in a capital project ("Project").

STEP 2

2A. If the Project's total cost is less than the equivalent of \$20,000 USD, the Local Jurisdiction may proceed with the Project in accordance with current project procedures in Step 3. No approval from Field Leadership is required to proceed.

2B. If the Project's total cost is equal to or exceeds the equivalent of \$20,000 USD, Local Jurisdiction contacts the Field Leadership to determine if the Project meets one of the following criteria:

Community of Christ Capital Projects Policy

1. Safety—a clear hazard exists that requires immediate attention
2. Building Code Compliance—a warning has been issued or a code has changed that applies to the church’s property,
3. Essential Expenditure—non-regular repairs, maintenance, or basic upgrades are required on equipment or property that previously existed, and/or
4. Missional Imperative—a project directly related to carrying out the mission of the church as expressed in our vision statement, mission statement, or mission initiatives

If Field Leadership determines the Project meets one of the four criteria above, the Field Leadership will notify the Local Jurisdiction with approval to proceed.

2C. If there is a question about the “essential” nature or missional imperative of a capital project, Field Leadership may consult the Presiding Bishopric. If Field Leadership determines that the Project does not meet one of the four criteria above, they will notify the local jurisdiction that the Project will not be approved.

STEP 3

When the project is ready to proceed the following items must be submitted to Field Leadership **in advance** of any work:

1. an unsigned bid outlining the scope of service
2. Community of Christ Service Agreement
3. W-9 from the service provider
4. A certificate of insurance naming Community of Christ as an additional insured
5. The Local Jurisdiction business meeting minutes that include the approved method of payment (Operating Fund, Building Fund, AIP, local checking).
 - a. If funds needed to complete the approved project are held in the Affiliate Investment Pool, documentation such as business meeting minutes and an approved budget will be required before funds are released.

This process is intended to foster collaboration in thoughtfully assessing capital needs related to the four criteria above. Working together will ensure the exercise of good stewardship over our physical assets and how they can best be used to support our mission. Questions about this policy can be directed to your field team representative or Presiding Bishopric.

Community of Christ Board Member Training Videos

Michigan Mission Center December 2025 Campground Board Training Session

Video Recording: <https://www.youtube.com/watch?v=RMdybsiln8A>

Slides: <https://cofchristmi.org/wp-content/uploads/2026/01/Board-Training-2025.pdf>

Topics covered: Key Resources, Fiduciary Responsibilities, Board Authority & Responsibilities, Board Meetings & Procedures, Board Officers, Board Committees, Meeting Minutes, Records Retention, Strategic Planning, Communications & Marketing, Budgets, Financial Procedures & Policies, Property Rental and Fundraiser Guidelines, Annual Policies for Board Members

2024 USA Campground Summit Resources

Video recordings from the 2024 Campground Summit on Viability are now available on Our Ministry Tools. You can access them at the following link:

<https://cofchristihq.sharepoint.com/sites/EventsandCamps/SitePages/Campground-Boards.aspx> Please note that you will need to set up a login to access all the tools, including these videos.

The videos cover several key topics, including:

- Missional Viability presented by David Nii, focusing on aligning campground operations with the mission and vision of the organization.
- Operational Viability presented by Carrie Welch, discussing effective management and operational strategies for campgrounds.
- Financial Viability presented by Bill McFarlin, highlighting financial planning and sustainability.
- Capital Needs Assessment Tool presented by Steve Holloway, providing insights into assessing and planning for capital needs.
- A Viability Framework Tool presented by Donald Welch, offering a comprehensive framework for evaluating and improving campground viability.

Community of Christ Nonprofit Board Training from the Office of General Counsel

A collection of ten videos for people who lead and serve on a variety of boards. These videos remain a great resource for Boards; however, Boards need to be aware that the material is more than 5 years old and therefore predates some current practices. Please be aware of this and ask questions of your FSM when topics in the video do not seem to match current practice.

<https://www.youtube.com/playlist?list=PLtVIRVpMxjwdqNjkDJ1By18wyDKafGBHq>

Michigan Mission Center – Campground Operating Policy

This policy is effective as of October 15, 2023. The policy was initially approved on Jan.1, 2011 and has been revised previously in Mar. 2011, Apr. 2014, Oct. 2016, Jan. 2019, Oct. 2019, Oct. 2020, and Oct. 2022.

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Name, Affiliation, and Offices

Name

The name of each campground included in this operating policy is:

Community of Christ Blue Water Campground

Community of Christ Park of the Pines

Community of Christ Sanford Campground

(Hereafter collectively “Campgrounds or individually as “Campground”)

Affiliation

Each Campground is owned and operated by Community of Christ, also known as Reorganized Church of Jesus Christ of Latter Day Saints, headquartered in Independence, Missouri. The Presiding Bishopric for Community of Christ as trustee for all church properties is responsible for the administration of the temporal affairs of the whole church, and it determines delegation of its authority for stewardship of Campground properties including the structure for local governance to oversee the properties. Each Campground will be operated and managed by a Board of Directors (“Board”) that will be elected at the annual Mission Center Conference. The Campground Board will be accountable to and supervised by the Mission Center Officers for the Michigan Mission Center.

Offices

Principal Office: The principal office of each Campground will be determined by each Campground Board with the approval of the Mission Center Officers.

Change of Address: The Board, from time to time, may change the principal office of the campground, for business purposes, from one location to another.

- B -

Mission and Purpose

The mission of the Campground Board shall be to proclaim Jesus Christ and promote communities of joy, hope, love, and peace by providing places for experiences such as camping, fellowship, worship, recreation, or personal development. In addition, it shall be the purpose of the Campground Board to provide proper stewardship over the campground, and to use resources available to carry out that function.

- C -

Board of Directors

Scope of Authority

The Board of Directors (“Board”), is empowered to act on matters of property and facilities management, business management, marketing, capital development, fundraising, risk management, and activities.

Composition, Election and Term

The members of the Board of each Campground (“Directors”) shall have two classes, (i) elected and (ii) ex officio. The Board of each Campground is elected by plurality vote at a Mission Center Conference. Candidates for Director may submit their name for consideration to the

Michigan Mission Center – Campground Operating Policy

Mission Center Conference, in accordance to the guidelines established by the Mission Center. Each Director, regardless of class, shall be entitled to one (1) vote, when present.

The Mission Center President (MCP) and the Mission Center Financial Officer (MCFO), or their designees, shall be voting ex officio members of the Board.

Elected Directors shall serve for a term of three (3) years or until their successor has been elected and taken office. Elected Directors shall serve staggered terms with one-third being elected each year. The terms will begin on January 1 and expire on December 31. Ex officio directors shall serve for the term for which they hold their field office, or in the case of a designee, for a duration as determined by the field officer making the designation. Elected Directors may serve up to three consecutive 3-year terms. After serving three consecutive 3-year terms, an individual is again eligible for election after not serving on the board for one or more years.

In the event a Director resigns in writing to an executive committee member, or in case of death, or a Director is removed for cause by the Board, or the Mission Center Conference fails to elect a Director to fill a position; the Board President will announce the Director's position as vacant. The Board may elect a Director by majority vote to serve in a vacated position for the remainder of the term.

Qualifications

A prospective member to the Board shall:

- (a) not have been convicted of a felony within the past five years.
- (b) not have been declared of unsound mind by a final order of a court.
- (c) be an active participant in the life of a Congregation as determined by their Pastor.
- (d) be approved by the MCP and MCFO if the prospective candidate is not an active participant in the life of a Congregation.
- (e) be a registered youth worker.
- (f) not be an employee, or a spouse of an employee, of the campground.

Number of Directors

The number of elected Directors for each Campground shall be fifteen (15).

Special Appointments

Under special circumstances, it may be necessary to appoint additional board members to comply with government regulations, either local or foreign. Or to provide campground boards with expertise pertaining to special projects or regulations. If deemed necessary, special appointments will be made by the MCP and/or the MCFO in consultation with the board president, and may be in excess of the number designated for elected directors of the campground.

Compensation

Directors shall serve without compensation.

Board Meetings

The Board shall meet a minimum of four (4) times during each fiscal year. The date and time of the meetings shall be established by the Board, with written notification to be given by the Board Secretary at least ten (10) days prior to each meeting. The meeting place shall be determined by the Executive Committee (item E) if not held at the Campground. Special meetings may be

Michigan Mission Center – Campground Operating Policy

called by the Board President, or by two (2) members of the Executive Committee, or upon written request of at least four (4) members of the Board, or by the Mission Center President, or Mission Center Financial Officer, and shall be held within fifteen (15) days of written request to the Board President or the Board Secretary, with the purpose of the meeting to be stated in the call. Except for executive sessions, all meetings of the Board shall be open to Community of Christ members of Michigan Mission Center.

The agenda for all Board meetings will be set by the Board President. The agenda for all special Board meetings shall be limited to the matters set forth in the written notice calling the special meeting of the Board

Quorum

A majority of Directors currently serving shall constitute a quorum of the Board and may conduct business of the Board of Directors.

Conduct of Meeting

The Board President, or in the absence of this officer, the Board Vice-President or another Director selected by the Board, shall preside at meetings of the Board. The Board Secretary or, in the Board Secretary's absence, any director appointed by the presiding officer shall act as Secretary of the Board.

Adjournment

A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of any adjourned meeting shall be given prior to the time of the reconvened meeting to the Directors who were not present.

Electronic Meetings

The Board, Executive Committee, and standing committees are authorized to meet by telephone conference or through other electronic communications media so long as all the available members may simultaneously communicate with each other and participate during the meeting.

Removal of Director for Cause

The Board may remove an Elected Director for cause by majority vote and create a vacant position for any of the following reasons:

- (a) The Director is declared of unsound mind by a final order of a court; or
- (b) The Director is convicted of a felony or any crime involving moral turpitude while serving on the board; or
- (c) The Director fails to attend two (2) consecutive meetings; or
- (d) The Director is no longer a friend of, or member in good-standing of, the Church; or
- (e) A two-thirds vote of no confidence by the Board.

An appeal of any such action may be made to the Mission Center Financial Officer.

Resignation of a Director

A Director may resign at any time upon written notice to any Executive Committee member indicating the effective date of such resignation. The vacancy caused by such resignation shall be filled in accordance with this Policy.

Responsibilities of the Board of Directors

Michigan Mission Center – Campground Operating Policy

The Board shall have the following powers and responsibilities:

- (a) Develop policy for management of the Campground.
- (b) Develop long and short term plans for the Campground.
- (c) Manage the funds and assets of the Campground.
- (d) Invest assets in accordance to church policy.
- (e) Report annually to the Mission Center Conference the Campground financial statements that are inspected each year.
- (f) Appoint, support, or recall the business manager and/or executive director, and/or caretaker and/or resident manager for the Campground.
- (g) Supervise the maintenance of the physical plant, property, and equipment.
- (h) Elect annually the following officers for the Board: President, Vice-President, and Secretary.
- (i) Appoint special committees deemed necessary for the accomplishment of the purposes of the Campground.
- (j) Shall physically visit the grounds periodically in order to visualize proper stewardship over the grounds.
- (k) Keep the financial records of the Campground.
- (l) Provide for an annual financial inspection in consultation with the Mission Center Financial Officer.
- (m) Hire employees of the Campground.
- (n) Follow Risk Management guidelines as established by the World Church.
- (o) Follow all local, state, and federal government laws.

- D -

Officers of the Board

Election and Appointment

The officers shall be a President, Vice President, Secretary, and Financial Officer. The President, Vice President, and Secretary will be elected by the Board of Directors from among the elected Directors to serve a one-year term or until a successor has been elected. A Financial Officer for the Campground will be appointed by the Mission Center Financial Officer and sustained by a majority vote of the Board. The Financial Officer may or may not be a member of the Board. The Secretary and Financial Officer shall have the option of appointing assistants who shall be sustained by the Board. These assistants may or may not be members of the Board and will not serve as members of the executive committee by virtue of such an appointment.

Duties

President:

The President shall preside at all Board and Executive Committee meetings; shall attend and actively participate or assign a designee to attend and actively participate in all Standing Committee meetings as an ex-officio member; and, with the Board Financial Officer, may sign in the name of the Campground any contracts authorized by the Board.

Vice-President:

The Vice-President shall assist the Board President in the discharge of official duties and shall preside at meetings in the absence of the Board President.

Secretary:

The Secretary shall give notice of all Executive Committee (Item E) meetings to members of the Executive Committee, shall distribute copies of Executive Committee meeting minutes to

Michigan Mission Center – Campground Operating Policy

Executive Committee members within ten (10) days of each meeting; shall give notice of all Board meetings to all Directors; shall distribute the minutes of Board meetings to Directors within ten (10) days of each Board meeting; shall keep a record of attendance at all Board meetings; and shall be responsible for official communications and correspondence; and shall maintain a copy of all minutes, records, correspondences, communications, and reports from Board meetings and committee meetings standing and ad hoc.

Assistant Secretary:

The Assistant Secretary shall assist the Board Secretary in the discharge of all official duties.

Financial Officer (Treasurer):

The Financial Officer shall be responsible for the collection and disbursement of all monies, funds, and properties of the Campground by the direction of the Board; shall be a signatory on all campground accounts along with the Mission Center Financial Officer; shall keep an itemized account of all monies, funds, assets, liabilities, and properties; shall oversee the deposit of all monies in such bank or banks and/or the World Church Affiliate Investment Pool as designated by the Board; shall prepare an itemized financial report and balance sheet statement for presentation at each meeting of the Board; shall prepare an annual financial report and balance sheet; shall pay all routine bills; shall present a proposed balanced and fiscally responsible budget, including any support and fees, for approval by the Board; shall submit all records for audit as requested by the Board; shall provide for any tax preparation as required by law; and may sign in the name of the campground any contracts authorized by the Board. In addition, the Board Financial Officer shall serve as Chairperson of the Finance Committee.

Assistant Financial Officer:

The Assistant Financial Officer shall assist the Board Financial Officer in the discharge of all official duties.

- E -

Executive Committee

Composition and Organization

The Board President, Vice-President, Secretary, Financial Officer, and the Mission Center President or designee shall constitute the Executive Committee.

Authority

The Executive Committee shall have general supervision of the affairs of the Campground between meetings of the Board with power to act; shall appoint, with the approval of the Board, the members and chairpersons of all standing and special committees (except the Finance Committee chairperson); shall search out, contract with, and oversee the supervision of all Campground employees and volunteers, including the appointment of a person to serve as liaison between the Executive Committee and Campground employees; shall be empowered to approve emergency expenditures up to ten thousand dollars (\$10,000) without Board approval; shall present an annual report to the Mission Center Conference at its annual meeting; shall perform such other duties as are specified in this operating policy and shall report to and/or make recommendations to the Board as it deems necessary.

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Committees

Michigan Mission Center – Campground Operating Policy

Composition and Organization

The Board, at its discretion, may be assisted in its work by Standing Committees in Finance, Licensing, Marketing, Futures, and Maintenance. The members of the Standing Committees are to be nominated by the Executive Committee and approved by the Board unless otherwise stated in these policies. All committees shall consist of at least three (3) members. The Board President or the Board President's designee shall be an ex-officio member of all Standing Committees. The Financial Officer, and Mission Center Financial Officer or their designee, shall serve on the Finance Committee. Church members and friends of Michigan Mission Center Congregations who are not members of the Board may also be appointed to serve on any Committee. Standing Committee members shall serve for a term of one (1) year or until their successors are appointed. Standing Committees shall meet at the call of their chairperson or of any two (2) committee members. Employees of the Campground and their spouses shall by invitation be eligible to serve on any committee.

Standing Committee Chairperson

Standing Committee Chairpersons shall be appointed by the Executive Committee with the approval of the Board, and shall serve for a term of one (1) year or until their successor is appointed. General duties of all Standing Committee Chairpersons shall be to attend all meetings of the Board, to maintain up-to-date descriptions of the committee duties, and to submit reports to the Board at each regular Board meeting regarding past activities and future plans of their committee. In addition Standing Committee Chairpersons shall have a general knowledge of the areas of committee responsibility and shall be an advocate for the issues that arise out of the various committee activities.

Authority and Duties

All Standing Committees shall report and make recommendations to the Board, and to the Executive Committee upon request; committees shall have power to act if the Board so delegates that authority. Committees shall communicate with each other to fulfill all licensing, legal, and other necessary requirements to provide for optimal Campground operations.

Finance Committee

The Finance Committee shall recommend the acquisition and disposition of all real and personal property in consultation with the Mission Center Financial Officer; shall recommend fees for usage of the property and grounds except as otherwise indicated in this policy statement; shall prepare and propose a balanced and fiscally responsible budget for the Board Financial Officer to present to the Board; shall develop plans for establishing and maintaining adequate operation and development reserves; and shall provide for insurance through World Church Risk Management, and bonding when required, for the employees and resident manager(s) of the Campground in an amount sufficient to protect the Campground from loss.

Licensing Committee

The Licensing Committee shall obtain all required State and County permits; shall ensure compliance with all State, County, and Township laws; shall ensure compliance with all State, County, and Township code regulations; shall provide for safety and security of all Campground staff and visitors; and shall work with the Finance Committee to ensure that all requirements are met for the use of the Campground.

Marketing Committee

Michigan Mission Center – Campground Operating Policy

The Marketing Committee shall develop a marketing plan and shall explore and recommend ways to increase utilization of the Campground for the purpose of fulfilling the mission and purpose of the Campground, and, with Board approval, shall promote and publicize the use of the Campground.

Futures Committee

The Futures Committee shall develop future master plans for improvement, development, and environmental preservation of the Campground.

Maintenance Committee

The Maintenance committee shall develop plans for maintenance of the assets of the Campground.

Additional Ad Hoc Committees

Additional committees may be established by the Campground Board, as they shall from time to time be deemed necessary to carry on the work of the Board. Members of these committees shall be nominated by the Executive Committee and approved by the Board.

- G -

Finances

Fiscal Year

The Fiscal year of the campground shall be January 1 through December 31.

Use of Funds

All assets and earnings shall be used exclusively for the purposes set forth in Item B.

Expenditure Approval

Board approval shall be required for all non-emergency expenditures not included in the current-year budget, and any single item purchase of more than \$10,000.00.

Loan Approval

Loan agreements of \$25,000.00 or less for Campground capital improvement and development, including the purchasing of additional property, may be entered into only after two-thirds (2/3) vote of the Board. Loan agreements of more than \$25,000.00 will also require a majority vote of the Mission Center Conference. All loans will also be subject to the guidelines of the World Church and the approval by the mission center officers, the field apostle, and the Presiding Bishopric. Internal loans from the mission center to the campgrounds may be extended up to \$50,000 without requiring approvals from the mission center conference or the Presiding Bishopric. Internal loans include those provided by congregations to the campgrounds. Internal loans require two-thirds (2/3) approval by the Board and approvals from the mission center officers and field apostle.

Reserve Fund Balances

The Campground shall establish an operating reserve fund in an amount equal to at least fifteen percent (15%) of its previous year's operating budget. Other reserve funds shall also be established for development and equipment.

Other Items

Michigan Mission Center – Campground Operating Policy

The Mission Center Financial Officer shall have the authority to establish other financial policies and practices not covered in these operating policies.

- H -

Disposition

The disposition of a Campground, or any part of the Campground property, will be approved by and handled through the Mission Center Officers, Mission Center Conference, with approval of the Presiding Bishopric.

- I -

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Campground Board in all cases to which they are applicable and in which they are not inconsistent with these Policies. All Campgrounds will also comply with the rules set forth in the Community of Christ Church Administrator's Handbook.

-J-

Combined Campgrounds Executive Committee

Composition

The Combined Campgrounds Executive Committee shall consist of the President, Vice President, Secretary, and Financial Officer from each campground board, the Mission Center Financial Officer (or designee), the Mission Center President (or designee), and the Field Apostle (or designee). A board officer may designate another director serving on her/his board to take her/his place on the committee when necessary.

Meetings

The Combined Campgrounds Executive Committee shall meet at the call of the Mission Center Financial Officer, Mission Center President, Field Apostle, or any three members of the committee. The board shall meet at least once annually. Notice of meetings shall be provided at least fourteen days in advance of any meeting. Meetings will be chaired by the Mission Center Financial Officer, or designee. The Mission Center President, or designee, shall serve as the secretary for meetings. The committee is authorized to meet by telephone conference or through other electronic communications media so long as all the available members may simultaneously communicate with each other and participate during the meeting. A majority of the members of the committee shall constitute a quorum.

Scope of Authority

The Combined Campgrounds Executive Committee is empowered to develop and revise policies and procedures that apply to all campgrounds and act on other questions and matters, such as scheduling, strategic planning, and use of shared resources, which may impact all campground properties.

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Changes to Policy

The Michigan Campgrounds Operating Policy may be changed upon the recommendation of the Combined Campgrounds Executive Committee in consultation with and following the approval of the Presiding Bishopric, Field Apostle, and Mission Center Officers.

Combined Campgrounds Executive Committee

The Combined Campgrounds Executive Committee is empowered to develop and revise policies and procedures that apply to all campgrounds and act on other questions and matters, such as scheduling, strategic planning, and use of shared resources, which may impact all campgrounds. Decisions of the Combined Campgrounds Executive Committee are summarized below.

March 24, 2019: Projects approved for Campground Development Fund (CDF) usage from campground sales net proceeds. Operating Policy changes recommended

Oct. 13, 2019: Motion adopted setting rate of \$15 per person per night for mission center youth camps at all campgrounds. Reviewed working list of responsibilities distinguished by campground board and event/program.

Oct. 18, 2020: CDF projects approved. Operating Policy changes recommended

March 21, 2021: CDF projects approved

October 17, 2021: CDF projects approved. Confidentiality, Whistleblower, and Conflict of Interest Policies adopted for all board members

March 20, 2022: CDF projects approved. Operating Policy Changes Recommended

October 12, 2022: CDF projects approved. Motion adopted setting fees for all mission center sponsored events at all three campgrounds: \$15 per person for overnight, day use at \$10 per person for full day or \$5 per person for half day.

March 19, 2023: CDF projects approved. Motion adopted to increase the overnight fee for all mission center events from \$15 to \$16 per person effective 1/1/24, \$17 per person effective 1/1/25, and \$18 per person effective 1/1/26. Operating Policy Changes Recommended Committee established to draft a standard pet policy for consideration.

October 15, 2023: CDF projects approved.

March 17, 2024: CDF projects approved. Pet Policy adopted.

October 13, 2024: CDF projects approved.. Proposals made for boards to consider policies on service animals, smoking areas, golf carts, gift acceptance, and property disposal.

March 16, 2025: CDF projects approved. Service Animal Policy adopted.

October 12, 2025: CDF projects approved.

2026 meetings are scheduled for March 15 and September 27 at 3:00pm via Zoom.

Combined Campgrounds Executive Committee

From the resolution “Use of Net Proceeds from Campground Sales” adopted on 11/4/2017 and amended 11/3/2018:

Resolved, That 60% of net proceeds from the sale of Camp Manitou and the Woodlands shall be distributed equally to Blue Water Campground, Park of the Pines, and Sanford Campground for the development of campground properties through capital improvement projects, which meet World Church building guidelines, submitted by campground boards and approved by the mission center officers in consultation with the combined campground executive committees.

Note: Each campground received \$111,627.83 (Camp Manitou) and \$151,077.36 (Woodlands) totaling \$262,705.19 in net proceeds.

Blue Water Campground Projects	Date Approved	\$ Approved	Date Completed	Final Amount	Funds Remaining
<i>Funds Distributed</i>					<i>\$262,705.18</i>
Lodge Roof Replacement	3/24/19	Full Cost	Dec. 2020	\$33,178.35	\$229,526.83
Lodge Roof Ice/Snow Guards	3/21/21	Full Cost	April 2021	\$2,630.00	\$226,896.83
Lodge Gutters & Downspouts	3/21/21	\$6,900	June 2021	\$6,900.00	\$219,996.83
Fiber Internet Service & Wi-Fi Equipment	10/16/22	\$1,500	Oct. 2021	\$1,210.00	\$218,786.83
Manager House Roofing	? Email ?	Full Cost	Jan. 2022	\$7,205.00	\$211,581.83
Disc Golf Course Equipment	3/20/22	\$2,000	Oct. 2022	\$2,000.00	\$209,581.83
Tree Removal	3/20/22	\$5,000	June 2022	\$3,550.00	\$206,031.83
Waterfront: New Stairs & Landscaping	3/20/22	\$30,000	June 2025	\$7088.40	\$198,943.43
Mission Prayer Trail	3/20/22	\$500	Oct. 2022	\$79.49	\$198,863.94
Generator Purchase & Installation	10/16/22	\$2,300	June 2022	\$2,300.00	\$196,563.94
Labyrinth	10/16/22	\$2,600	Feb. 2023	\$2,597.00	\$193,966.94
Toilet Replacements	11/18/22	\$3,000	Jan. 2023	\$2,833.27	\$191,133.67
Outdoor Solar Lights	3/19/23	\$1,500	July 2022	\$1,500.00	\$189,633.67
Lodge Boiler Repairs	3/19/23	\$2,500	May 2023	\$2,083.20	\$187,550.47
2 Lodge Windows & 3 Men’s Showers	3/19/23	\$20,000	June 2023	\$19,994.75	\$167,555.72
Insurance Deductibles	3/19/23	\$2000 each	Sept. 2023	\$4,000.00	\$163,555.72
Walk-in Freezer Repair	10/15/23	\$4,700	July 2023	\$4,686.50	\$158,869.22
Manager House HVAC Replacements	10/15/23	\$8,000	Oct. 2023	\$7,812.00	\$151,057.22
3 Lodge Windows - Covered by Insurance	10/15/23	\$8,000	NA	NA	-
Manager House Flooring	3/17/24	\$5,000	June 2025	\$5,000.00	\$146,057.22
Insurance Deductibles	CCEC Policy	\$2000 each	Aug. 2024	\$4,000.00	\$142,057.22
Golf Cart Repairs	10/13/24	\$5,000	Oct. 2024	\$3,871.60	\$138,185.62
Classroom Cabin Metal Roof	10/13/24	\$5,000	TBD	TBD	-
Lodge 2 nd Floor Bathroom Plumbing	10/13/24	\$5,000	May 2025	\$5,000.00	\$133,185.62

Combined Campgrounds Executive Committee

Campground Vehicle	10/13/24	\$15,000	Aug. 2025	\$9,803.66	\$123,381.96
Repairs to Manager's House	3/16/25	\$18,000	Oct. 2025	\$18,000.00	\$105,381.96
Old Dining Hall Exterior & Metal Trim Repairs	3/16/25	\$18,000	Oct. 2025	\$12,768.90	\$92,595.06

Park of the Pines Projects	Date Approved	\$ Approved	Date Completed	Final Amount	Funds Remaining
<i>Funds Distributed</i>					<i>\$262,705.19</i>
Lodge & Rec Hall Roof Replacement	3/24/19	Full Cost	Late 2019	\$46,248.35	\$216,456.83
Vinyl Siding on Small Chapel	3/24/19	Full Cost	Sept. 2022	\$4,639.83	\$211,817.00
Architect for Dining Hall Remodel	3/24/19	\$2,000	NA	None	-
Drainage & Remodeling of Block Bldg.	10/18/20	Full Cost	TBD	TBD	-
Resident Manager House Doors & Flooring	10/17/21	\$6,500	Fall 2023	\$2,291.97	\$209,525.03
Block Bldg. Bathroom	10/17/21	\$28,400	TBD	TBD	-
Tree Removal	10/17/21	\$5,000	In Progress	TBD	-
Sidewalks to Block Bldg.	3/20/22	\$3,000	TBD	TBD	-
Mission Prayer Trail	3/20/22	\$500	TBD	TBD	-
Owl Meeting Device	3/19/23	\$640	Mar. 2023	\$599.00	\$208,926.03
Manager House Windows, Siding, Roofing	3/19/23	\$20,000	TBD	TBD	-
Architect Fees	3/19/23	\$15,000	2023	\$9445.00	\$199,481.03
DTE Natural Gas Connection	3/19/23	\$2,000	2023	\$1691.03	\$197,790.00
New Dining Hall Design & Project Mgmt.	10/15/23	\$62,000	TBD	TBD	-
Middle Terrace Sites Electrical Upgrades	10/15/23	\$10,000	TBD	TBD	-
Golf Cart Replacement	10/15/23	\$16,000	TBD	TBD	-
Roof Replacements	10/15/23	\$40,000	TBD	TBD	-
Natural Gas Conversions	10/15/23	\$6,000	TBD	TBD	-
Dining Hall Electrical Upgrades	10/13/24	\$16,000	TBD	TBD	-
Light Fixtures for Five Buildings	10/13/24	\$8,000	TBD	TBD	-
Leaf Blower Attachment for Tractor	10/13/24	\$5,000	TBD	TBD	-
Repair/Purchase Kitchen & Dining Room Furnishings	3/16/25	\$10,000	TBD	TBD	-
Tree Removal	10/12/25	\$5,000	TBD	TBD	-
Rec Building Ceiling	10/12/25	\$10,000	TBD	TBD	-

Combined Campgrounds Executive Committee

Sanford Campground Projects	Date Approved	\$ Approved	Date Completed	Final Amount	Funds Remaining
<i>Funds Distributed</i>					\$262,705.19
Heat Pumps for 3 Apartments	10/18/20	Full Cost	5/4/20	\$7,722.00	\$254,983.19
Heat Pumps for 3 Apartments	10/17/21	\$7,950	7/20/21	\$7,950.00	\$247,033.19
Tree Removal	10/17/21	\$12,000	11/19/21	\$12,000.00	\$235,033.19
Remodel/Replace South Bathroom	3/24/19	\$111,627.83	July 2023	\$103,495.31	\$131,537.88
Mission Prayer Trail	3/20/22	\$500	TBD	TBD	-
Auditorium Roofing	10/13/24	\$18,000	5/23/25	\$18,000.00	\$113,537.88
Manager House Roofing	10/13/24	\$6,500	5/23/25	\$6,500.00	\$107,037.88

Combined Campgrounds Executive Committee

Campground Board Responsibilities

Facility Staff

-Campground Manager, Lawn Care, Service Providers, Repair/Maintenance Workers, Liaison with Event Director

Utilities

-Electricity, Natural Gas/Propane, Water, Sewer, Trash/Recycling/Composting, Internet/Phone

Buildings, Appliances, Furniture, Fire Detection

-Inspected and Code Compliant
-Oven, Range, Dishwasher, Refrigeration, Freezer, Washer & Dryer
-Bed Frames & Mattresses with Covers
-Tables & Chairs
-Storage Room/Closet for Program Supplies

Cookware & Utensils

-Foil, Plastic Wrap, Storage Containers/Bags
-Food Serving Gloves, Hair Nets
-Pots & Pans

Tableware & Napkins

-Plates/Trays, Bowls, Cups, Silverware
-Salt & Pepper for Tables

Paper Towel, Toilet Paper, Trash Bags, Soap

Cleaning Supplies & Equipment

-Mops, Brooms, Brushes, Sponges, Clothes, Sprays, Detergents, Soaps, Necessary Linens

General Recreation Equipment

-Goals, Cones, Nets
-Docks and Swim Area Buoys

General First Aid Equipment Supplies

-AED & Supplies, Bandages, Gloves, Spill Kits
-Waterfront: Back Board, Pole, Lifesaver & Rope
-Locked Med Cabinet & Refrigerator Box

Necessary Licenses & Inspections

-MI LEAP Camp Site License
-MI EGLE Campground License
-Fire Safety Inspection
-Environmental Health Inspection
-Kitchen License, Local Permits (Optional)

Event/Program Responsibilities

Event/Program Staff

-Director, Health Officer, Cook, Pastor, Lifeguard, Counselors, Teachers

Food, Snacks, Beverages

-All menu items and drinks
-Condiments & seasonings (not table salt & pepper)
-Disposable cooking materials such as parchment, aluminum pans, wax paper, pot/pan inserts

Materials & Supplies

-Paper, Ink, Pens, Pencils, Markers, Tape, Office Supplies, Arts & Craft Materials
-Printer, Ink, Paper
-Computer/Laptop/Tablets

Linens for Lodging [participant provided]

-Laundry Soap

Decorations, Event Signage

-Approved adhesives (painter's tape)

Portable Toilet(s)

Temporary Housing

-RV, camper, tent

Necessary Licenses

-MI LEAP Residential Camp Program License
-Music Copyright
-Film Copyright
-Staff Certification(s)

Lifeguard Equipment/Supplies

-Whistle, Breathing Mask, First Aid Kit, Rescue Tube

Required Health Officer Equipment/Supplies

-OTC Medications, Ointments, Thermometers, Other Items Ordered by Physician Letter

Check Campground for Availability or Provide:

Golf Cart(s), TV, DVD/Blue Ray, Projector, Speakers, Screen, Kayaks, Canoes, Life Vests, Balls, Bats, Gloves

Combined Campgrounds Executive Committee

MICHIGAN MISSION CENTER - CAMPGROUND PET POLICY

The Combined Campgrounds Executive Committee recommends that pets not be brought to the campgrounds. However, we recognize the important roles that pets have for many and that bringing a pet may be necessary. For those circumstances, the committee has put into place the following policy regarding pets when on/in campground property and facilities. With the approval of the event director, the campgrounds will allow pets provided the following policy below is adhered to.

- Pets of any kind at any other activity are at the discretion and approval of the event director.
- Pets should be properly cared for and in good health.
- Pets are not allowed in campground buildings.
- Pets must be housed inside their owner's tent or trailer.
- Pets must be caged or on a leash when outside of tent/trailer and must not be left unattended.
- Pets must remain under control of a person at least 18 years of age.
- Pets may only be walked in designated areas and must remain on a leash no longer than 6'.
- Pets may not be aggressive or excessively noisy (such as lunging at others or excessive barking).
- Pet owners must immediately and properly dispose of all pet waste/fecal matter.
- Pets are not allowed near swimming areas or beaches.
- Event directors, or their designee(s), are expected to enforce this policy and be prepared, if necessary, to require that any violating pet be removed from the campground or for the pet owner and pet to leave the campground. Failure to enforce this policy may result in additional fees for damages or cleaning added to the groups campground use invoice.
- During unscheduled events or during the transition period between events, allowing pets is at the discretion of the campground's resident manager or campground host.

Note: Pets are not allowed at Community of Christ youth camps and youth activities.

Adopted 3/17/2024

Combined Campgrounds Executive Committee

MICHIGAN MISSION CENTER - CAMPGROUND SERVICE ANIMAL POLICY

The purpose of this policy is to provide guidelines for allowing service animals at the Community of Christ campgrounds in the Michigan Mission Center. Although religious organizations and entities controlled by religious organizations are exempt from ADA regulations, the Combined Campgrounds Executive Committee has approved this policy that parallels those regulations in accordance with those of the State of Michigan.

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. The work or task a dog has been trained to provide must be directly related to the person's disability. Campground hosts and event directors may ask if the dog is a service animal required because of a disability and what work or task the dog has been trained to perform. Dogs whose sole function is to provide comfort or emotional support do not qualify under the ADA as service animals and are subject to the Michigan Mission Center Campground Pet Policy.

Those who bring service animals to our campgrounds are welcome to fully participate in all activities. Service dogs will be allowed to accompany their handlers as needed, in all campground spaces, with the expectation that the following guidelines are adhered to:

- The service animal is a dog trained to perform tasks for a person with disabilities.
- Service animals must be well-behaved and always under the control of their handler.
- Service animals must be harnessed, leashed, or tethered, unless their handler's disability prevents using these devices or these devices interfere with the service animals safe, effective performance of tasks. (In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.)
- Service animals should not be allowed to bark repeatedly or make excessive noises unless that is a task the dog is trained to do to alert their handler.
- Service animals should not be allowed on campground furniture unless it is doing a task that it is trained to do.
- Handlers are required to clean up after their animal. This includes immediately and properly disposing of all pet waste/fecal matter.
- Handlers are encouraged to have their dog in a vest or somehow identified as a service dog to prevent people approaching the animal while working.
- With the handler's approval, the campground host or event director will announce the presence of the service animal at the event.

If a service animal is out of control and the handler does not take effective action to control it, it is not housebroken or poses a direct threat to the health and safety of others, the campground host or event director may request that the animal be removed from the premises. If a service animal is removed, the owner may participate without the animal present.

Campground hosts and event directors may consider exceptions to this policy to accommodate unique events and situations.

Adopted 3/16/25

Combined Campgrounds Executive Committee

Church facilities cannot be used at any time for hunting or consumption of alcoholic beverages.

Church Usage

Community of Christ entities (field, mission center, congregation, team/committee, new expressions, etc.) may use campground properties as scheduled with the board (or designated manager/scheduler). These events are covered by Community of Christ insurance policies. The board should set rates and policies to be followed for church events. Each entity is responsible for its program costs as outlined in the event/program responsibilities list.

Individual Usage

Individuals may use church facilities for weddings, receptions, funerals, and family reunions (including celebrations such as sacraments, anniversaries, open houses). Individuals (especially those without a relationship to the church) should secure event insurance or Tenant Users Liability Insurance Protection (TULIP) coverage to meet Risk Management guidelines. Individuals are responsible for activities including purchase of food, expenses, etc. and must comply with church policies on prohibited high risk activities.

Other Group Usage

Renting church facilities to organizations outside Community of Christ involves several risks and potential liabilities. The following items should be considered for any potential rentals:

Mission Alignment – The group and its proposed activities should align with and not contradict church identity, mission, message, and beliefs.

Property Taxes – Church property is exempt from property taxes in Michigan only when the property is being used for the purposes of the church or when used by another nonprofit charitable institution or governmental entity for their exempt purposes. Rental to a for-profit business or group not engaged in exempt purposes could result in loss of property tax exemption.

Unrelated Business Income Tax – Income from rent of real property (land, buildings, fixtures) is excluded from UBI by the IRS. However, income from rent of personal property (equipment, tools) or any services provided with a lease/rental are not excluded and would be considered UBI. The campground must be prepared to pay UBI Tax if providing any services.

Insurance – Outside groups must provide a certificate of insurance with the campground and Community of Christ listed as additional insured when renting church property. Required coverage types and amounts are available from Risk Management. Groups must comply with Risk Management guidelines for prohibited and restricted high risk activities.

Licenses – Groups must obtain appropriate licenses for hosting residential youth camps, serving food to the public, selling merchandise or food, or other activities that may have health or legal requirements to be met.

Rental Agreement – A written rental agreement should be in place with any organization using church property. This agreement should put in writing dates and times of use, rental fees, insurance requirements, policies for property use, and other conditions as needed.

Conflict of Interest Policy

Article I - Purpose

The purpose of the conflict of interest policy is to protect _____ (“Campground”) interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Campground or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II - Definitions

1. **Interested Person** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person (“interested person”) has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Campground has a transaction or arrangement, or
- b. A compensation arrangement with the Campground or with any entity or individual with which the Campground has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Campground n is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III - Procedures

1 **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with board delegated powers considering the proposed transaction or arrangement.

2 **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board or committee shall determine whether the Campground can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonable under circumstances not producing a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Campground’s best interest, for

Conflict of Interest Policy

its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV - Records of Proceedings

The minutes of the board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V - Compensation

- a. A voting member of the board who receives compensation, directly or indirectly, from the Campground for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Campground for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Campground, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI - Annual Statements

Each director, officer and member of a committee with board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Campground is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

This policy was adopted by the Michigan Combined Campgrounds Executive Committee on October 17, 2021.

Conflict of Interest Policy

Campground Board Director and Officer

Annual Conflict of Interest Statement

1. Name: _____ Date: _____

2. Position (Board or Committee): _____

If you are an Officer, which Officer position do you hold: _____

3. I affirm the following:

I have received a copy of the Conflict of Interest Policy. ____ (initial)

I have read and understand the policy. _____ (initial)

I agree to comply with the policy. _____ (initial)

I understand that in order for the _____ Campground to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. _____ (initial)

4. Disclosures:

a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with _____ Campground? Yes No

i. If yes, please describe it: _____

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes/No

b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with _____ Campground? Yes No

i. If yes, please describe it, including when (approximately): _____

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes/No

Signature of director

Date

Whistleblower Policy

The _____ Campground Board ("Campground") is committed to the best possible legal, ethical, and moral standards of conduct and will not tolerate illegal, unethical, immoral, or dishonest behavior. In this spirit, the Campground encourages employees, officers, and directors to identify any instances in which these standards may be compromised.

SCOPE

Whistleblower Policy ("Policy") has been established to provide a means for employees, officers, and directors to raise good-faith concerns about behavior that appears to be illegal, dishonest, or unethical. A Whistleblower is the individual reporting such activity.

All employees, officers, and directors are covered under the Policy. It is the responsibility of all employees, officers, and directors to comply with the Policy and report any violations or suspected violations of the principles set forth herein.

Examples of serious misconduct covered by this Policy include, but are not limited to, violations of federal, state, or local laws; fraudulent financial reporting or actions that may lead to such fraudulent reporting; destroying, altering, concealing, or falsifying a document, or attempting to do so, with the intent to impair the document's availability for use in an official proceeding; fraudulently influencing or misleading any independent public accountant engaged in the performance of an audit of the Campground's financial statements; or planning, facilitating, or concealing any of the above.

This is not meant to be an exhaustive list but rather a guide to the types of improper behavior covered by this Policy.

PROCEDURE FOR REPORTING VIOLATIONS

Any person may report allegations of suspected improper activities. The individuals involved in such activities may be staff, officers, directors, auditors, vendors, or other third parties.

The Campground has two Compliance Officers: Campground Board President and Mission Center President (or designee). A Whistleblower should direct all concerns, either in written or oral form, to the Compliance Officers listed above, who will be responsible for investigating and resolving all reported complaints and allegations concerning violations of the Policy. The allegation submitted by the Whistleblower should include whatever documentation is available to support a reasonable basis for the claim and to assist the Compliance Officers in investigating the allegation.

If a Whistleblower is not comfortable communicating concerns to the Compliance Officers or is unsatisfied with the response, the Whistleblower is encouraged to speak with anyone in Community of Christ administration with whom he or she is comfortable.

Allegations may be made anonymously. Anonymous allegations should be detailed to the greatest extent possible because follow-up questions will not be possible.

Although the Whistleblower is not expected to prove the truth of the allegation(s), she or he must demonstrate reasonable grounds for concern. No investigation will be made of unspecified wrongdoing

Whistleblower Policy

or broad allegations. The Whistleblower is not, however, responsible for investigating the activity or for determining fault or corrective measures.

Unless the allegation is submitted anonymously or there are overriding legal or public interest concerns, the Whistleblower will receive acknowledgment of receipt of the allegation within five business days. All reports will be promptly investigated, and appropriate, corrective action will be taken if warranted by the investigation.

CONFIDENTIALITY

Any investigation will be conducted in a manner that conceals and protects the Whistleblower's identity to the greatest extent possible, consistent with the need to conduct a fair and adequate investigation.

NO RETALIATION

The Campground prohibits any form of harassment, retaliation, or other adverse employment consequence toward a Whistleblower in response to a good faith allegation under this Policy. Any person who retaliates against a Whistleblower or other individual who assists in the investigation is subject to appropriate disciplinary and corrective action, up to and including termination of employment in the case of an employee.

A Whistleblower's right to protection does not extend immunity for participating or being complicit in the matters that are the subject of the allegations or ensuing investigations.

Any employee, officer or director found to have knowingly made a false allegation with malicious intent or to have knowingly produced false information with respect to the complaint will be subject to disciplinary measures.

Director's Printed Name

Director's Signature

Date

Confidentiality Policy

As a member of the _____ Board, I understand confidentiality in board meetings relates to my duty of loyalty to the organization. Part of my fiduciary duty requires that any issue that is not public information is confidential. There are personnel and other relationship issues that should never be shared with outsiders as well as strategic information that is confidential to the board members. Individual board members need to be fully cognizant of the expectation of confidentiality of board matters.

I understand this may seem in conflict with the expectation that a nonprofit board functions in a transparent manner and I commit to maintaining the separation between transparency and confidentiality as defined below:

Transparency is the disclosure of information to supporters to indicate the organization is well-managed, functions in an ethical manner, and handles its finances with efficiency and responsibility.

Confidentiality is the obligation and right not to disclose information to unauthorized individuals, entities or processes if it would harm the organization, its business relationships or an individual.

I acknowledge that the following examples of board matters that require confidentiality include but are not limited to: donor information, personnel files, legal consultations, executive sessions, security information and internal board conflict resolution processes.

I agree that if I fail to exhibit professional behavior and fiduciary duty, the full board will determine how serious the infraction is and how to address it appropriately.

I agree to exercise my fiduciary duty to the _____ Board by adhering to expectations of confidentiality as related to my participation on the Board.

Director's Printed Name

Director's Signature

Date

Anti-Harassment Policy

Sexual and other unlawful harassment is prohibited. Community of Christ provides anti-harassment training to all employees and will take reasonable steps to prevent and eliminate sexual and other unlawful harassment in the workplace.

Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

Unlawful Harassment

Unlawful harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping, or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Sexual Harassment

Sexual harassment generally is defined under state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers also may constitute sexual harassment.

Anyone can be a victim of sexual harassment, regardless of their sex/gender/sexual orientation and of the sex/gender/sexual orientation of the harasser.

Community of Christ recognizes that sexual harassment may also occur between people of the same sex/gender/sexual orientation. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Community of Christ recognizes that sexual harassment can be a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee. All sexual harassment is prohibited whether it

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takes place within Community of Christ premises or outside, including at social events or other church activities, business trips, or conferences. Sexual harassment can also occur through video conferencing, social media, texting and by telephone.

Unlawful and sexual harassment can also occur over social media, phone apps, and texting.

It is not possible to list all additional circumstances that may constitute sexual harassment. The following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments
- Inquiries into one's sexual experiences
- Discussion of one's sexual activities

Prohibition on Retaliation

Retaliation against an individual who has complained about sexual or other unlawful harassment and retaliation against individuals for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated at Community of Christ.

Complaint Procedure

Employees who believe they have been subject to or have witnessed sexual or other forms of unlawful harassment, are requested and encouraged to speak with their supervisor or Human Resource Ministries and make a complaint.

Community of Christ recognizes that harassment may occur in unequal relationships (i.e. between a supervisor and their employee) and that it may not be appropriate for the victim to make a complaint to the alleged harasser. The employee may also complain directly to the immediate supervisor, Human Resource Ministries, or any team leader to whom the employee feels comfortable bringing such a complaint. Similarly, if any employee observes acts of discrimination toward or harassment of another employee, the employee is requested and encouraged to report this to one of the individuals listed above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. Following a report or complaint of sexual or unlawful harassment, Human Resource Ministries will respond with a process of investigation and evaluation of the

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appropriate response. Community of Christ offers both an informal and formal complaint process as outlined below. Community of Christ will designate someone (designated person) either internally or externally to investigate and handle the complaint process. In determining whether to proceed informally or formally, Community of Christ will consider the preference of the complainant; however, an informal process is not appropriate in all cases. Informal processes generally cannot be used in cases involving allegations of sexual assault or physical violence. Informal complaints may become formal complaints at the request of the complainant or because the Employer believes the complaint needs to be more thoroughly investigated.

Informal Complaint Process

If the victim wishes to deal with the matter informally, HRM will designate a person who will:

- 1) give an opportunity to the alleged harasser to respond to the complaint
- 2) ensure that the alleged harasser understands the complaints mechanism
- 3) facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the church to resolve the matter
- 4) ensure that 1-3 above are done within ten (10) days of the complaint being received by HRM
- 5) follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped
- 6) ensure that a confidential record is kept of what happens

Formal Complaint Process

If (1) the victim wants to utilize the formal complaint process, (2) the informal complaint mechanism has not led to a satisfactory outcome for the victim, or (3) Community of Christ determines that an informal process is not appropriate or believes the complaint needs to be more thoroughly investigated, the formal complaint mechanism should be used to resolve the matter.

For the formal complaint process, the Director of Human Resources shall deal with the matter themselves or refer the matter to an internal or external investigator.

The person carrying out the investigation will:

- interview the victim and the alleged harasser separately
- interview other relevant third parties separately
- decide whether the incident(s) of sexual harassment took place
- produce a report detailing the investigations, findings and any recommendations
- if the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted because of the harassment, training for the harasser, discipline, suspension, dismissal)
- follow up to ensure that the recommendations are implemented, that the behavior has
- stopped and that the victim is satisfied with the outcome
- if it cannot determine that the harassment took place, they may still make

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- recommendations to ensure proper functioning of the workplace
- keep a record of all actions taken
- ensure that all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible and in any event within thirty (30) days of the complaint being made.

Sanctions and disciplinary measures

If the investigation confirms conduct contrary to this policy has occurred, Community of Christ will take immediate, appropriate, corrective action, including discipline up to and including immediate termination.

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- transfer
- demotion
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases will result in the immediate dismissal of the harasser.

Implementation of this policy

Community of Christ will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook. All new employees are trained on harassment, which includes a review of this policy, as part of their employee onboarding. Every year, Community of Christ will require all employees to attend a training course on harassment, which includes a review this policy. It is the responsibility of every manager to ensure that all their employees are aware of the policy.