



CAMP NAZARETH

Retreat and Conference Center

339 Pew Road, Mercer, PA 16137
Phone: 724-662-4840 • Fax: 724-662-3723
E-mail: campnazareth@acrod.org



CLERGY/VOLUNTEER APPLICATION FORM

Dear Clergy and Volunteers,

Glory Be To Jesus Christ! Glory Be Forever!

As we look forward to the 2010 camping season, we also look forward to the support of our clergy and volunteers. This Summer Program has been successful in the past in large part due to the dedication of the clergy and volunteers who give of their time, talents and energy to ensure the vitality of this program. As the current Administrator of the Camp, and on behalf of our Diocese, I express my thanks to you for your past dedication, and I ask for your continued support. For those who have not been a part of the deanery clergy or volunteer group in the past, I wholeheartedly encourage you to “come and see” what an impact you can make in the lives of our diocesan children and how rewarding the camp experience can be for you as well.

Together, and always with God’s help, we seek to make the Camp Nazareth program one that brings our children closer to our Lord God and Savior Jesus Christ and one which fosters a deep and abiding faith in Him. This comes in the form of living, not just learning, our Orthodox Faith in as much fullness as we can provide in a week’s time. The liturgical services and religious education, together with the practice of the Christian virtues on the sports field, in the cabins and at meals is that living experience of our faith that makes Camp a lasting influence in the lives of our children. As clergy and volunteers you help make that happen not only as helpers and teachers, but more importantly, as examples. “Come and see” but also “come and live” our Faith at Camp.

As clergy and volunteers at Camp you are called to be these examples that live the Orthodox Faith in a way that we would want our children to imitate. Children notice everything, and eventually they know the difference between those who talk about their faith and those who live it. Camp Nazareth provides the safe and secure environment in which to live this faith. You provide the examples our children need to imitate.

Please read carefully and complete the enclosed application, which is a necessary part of the Camp Program. The information contained in it and which you provide are a required part of the standards the Camp maintains.

Finally, if you are a parent who is also volunteering, we ask that you allow your children to experience the Camp Program in all its fullness. Camp is an opportunity for our children to interact with their Orthodox peers in a safe and well-organized setting. Cabin-time, free-time, meals and the rest of the activities are all taken together with their peers and are necessary to cultivate cabin unity and foster friendships which may well last beyond the week. As a parent-volunteer we are not asking you to take a “back seat”, but rather to sit in the “front row” as you **watch** and allow your children to receive all that Camp has to offer.

Thank you.

Yours in Christ,

Fr. Stephen Loposky
Camp Administrator



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CLERGY/VOLUNTEER APPLICATION AND HEALTH HISTORY FORM

CLERGY/VOLUNTEER INFORMATION

NAME: _____
Last First Middle Initial

BIRTHDATE: ____ / ____ / ____ SOCIAL SECURITY #: ____-____-____ GENDER: M F
Month Day Year

HOME ADDRESS: _____
Street, Apt., etc.

City State/Province Zip Country

E-MAIL ADDRESS: _____

HOME PHONE: (____) _____ CELL PHONE: (____) _____

PARISH NAME: _____ CITY: _____ ST/PR: _____

EMERGENCY CONTACT: _____

RELATIONSHIP TO APPLICANT: _____

EMERGENCY CONTACT: HOME: _____ WORK: _____ CELL: _____

PLEASE INDICATE ON THE FOLLOWING LINES, ANY AND ALL HEALTH CONCERNS THAT YOU MAY HAVE THAT A MEDICAL PROFESSIONAL SHOULD KNOW ABOUT IN THE INSTANCE OF AN EMERGENCY WHERE YOU COULD NOT COMMUNICATE DUE TO UNCONSCIOUSNESS, ETC. (i.e, heart conditions, seizures, medications, restrictions, etc.):

KNOWN ALLERGIES: _____

INSURANCE INFORMATION: Are you covered by family medical/hospital insurance? Yes No

If so, indicate carrier or plan name: _____ Policy #: _____ Group #: _____

REGARDING AUTOMOBILE USAGE

Will your private vehicle remain here at Camp during your stay? (If No, disregard the other questions) Yes No

Do you currently possess a valid driver's license in the state of your permanent residence? Yes No

Is your vehicle insured to at least the state minimums that your state of residence requires? Yes No

Would you be willing, in the instance of an emergency, to allow the use of your vehicle for camp use by you or another driver? Yes No

VOLUNTARY DISCLOSURE STATEMENT – ALL VOLUNTEERS – PAGE 1 OF 3

Please read all of the following material on this page carefully. By signing to each of the articles below you agree to the contents made in each section, no exceptions. These signatures will be required for all Camp Nazareth Staff, Clergy, and Volunteers.

NAME: _____
Last First Middle Initial

BIRTHDATE: ____ / ____ / ____ SOCIAL SECURITY #: ____-____-____
Month Day Year

GENDER: M F OTHER NAMES (i.e., maiden name, alias): _____

HOME ADDRESS: _____
Street, Apt., etc.

City State/Province Zip Country

SCHOOL OR COLLEGE: _____

ADDRESS: _____
Street, Apt., etc.

City State/Province Zip Country

E-MAIL ADDRESS: _____

HOME PHONE: _____ SCHOOL PHONE: _____ CELL PHONE: _____

1.) Previous residence(s) for last 5 years (include college and home residences)

City _____ State _____ Year _____
City _____ State _____ Year _____
City _____ State _____ Year _____

2.) Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them? Yes No

If yes, please explain: (Use a separate sheet if necessary.):

3.) Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below? Yes No

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally retarded person
- Indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit

If yes, please explain: (use separate sheet if necessary.): _____

4.) Regarding Harassment:

It is Camp Nazareth’s policy to prohibit all forms of harassment by our employees and volunteers. This includes sexual, racial, religious and other forms of harassment. Have you ever been convicted or accused of harassment of any person including, but not limited to, workplace harassment? (Note: A prior conviction or accusation is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp director before any decision is made.)

Yes No

If yes, explanation required (use separate sheet if necessary): _____

5.) Regarding a Criminal Record:

Have you ever been convicted of a crime, misdemeanor or felony, other than a minor traffic offense? If yes, please describe. (Note: A prior conviction or accusation is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the camp director before any decision is made.)

Yes No

If yes, explanation required (use separate sheet if necessary): _____

6.) Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?

Yes No

If yes, explanation required (use separate sheet if necessary): _____

7.) Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection?

Yes No

If yes, explanation required (use separate sheet if necessary): _____

VOLUNTARY DISCLOSURE STATEMENT – ALL VOLUNTEERS – PAGE 3 OF 3

I understand that:

- a. Camp Nazareth may deny any person who answers “Yes” to any of the questions on pages 1 & 2 of this Voluntary Disclosure (Legal Questionnaire). If Camp Nazareth later discovers circumstances that would indicate a “Yes” answer to any of the above questions, you will be required to vacate the premises immediately.
- b. The information provided on this form is subject to verification, which will include a criminal history check and a possible request from any Central Registry of child abusers.
- c. The camp may terminate employment or volunteer services of any person if that person is found, regardless of when discovered, to:
 - 1) have a history of complaints of abuse of a minor;
 - 2) have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
 - 3) have falsified or omitted information in this disclosure statement.
- d. This disclosure statement must be updated annually.

I also understand that:

- a. My volunteer status will always be contingent upon my performance and interaction with all fellow staff, campers, volunteers, or any visitors to the camp for any reason. If my performance is found to be less than satisfactory, I will be given up to two warnings and each time I will be explained the nature and justification for the warnings. If after both warnings have been given, and my compliance with the request of the director is not satisfactory to his/her judgment alone, I understand that my status as a volunteer will cease. I will be required to leave the premises within 24 hrs. of notification.
- b. Camp Nazareth is an Orthodox Christian Church Camp, and as a non-profit church organization can and will require of me that my behavior reflect that of an Orthodox Christian, ethically and morally. If at any time the director judges my behavior to be unsatisfactory, he may, at any time, terminate my status as a volunteer without warning. I will be required to leave the premises within 24 hrs. of notification.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS HEREIN, INCLUDING ANY CHECKS OF CRIMINAL RECORDS, AND RELEASE CAMP NAZARETH AND ALL OTHERS FROM LIABILITY IN CONNECTION WITH THE SAME. I UNDERSTAND THAT, IF PERMITTED TO VOLUNTEER, I WILL BE AN AT-WILL VOLUNTEER, UNLESS THERE IS AN AGREEMENT OR LAW, WHICH ALTERS THAT STATUS. FURTHERMORE, I UNDERSTAND THAT ANY AGREEMENT MUST BE IN WRITING AND SIGNED BY THE DESIGNATED CAMP OFFICIAL. I ALSO, UNDERSTAND THAT MISREPRESENTATIONS OR FALSIFICATIONS HEREIN OR IN OTHER DOCUMENTS COMPLETED OR SUBMITTED BY THE APPLICANT WILL RESULT IN IMMEDIATE DISMISSAL, REGARDLESS OF THE DATE OF DISCOVERY.

Signature of Applicant: _____ Date: _____

Print Name of Applicant: _____

CAMP NAZARETH

DIOCESAN SEXUAL MISCONDUCT POLICY

Camp Nazareth Policies and Procedures Regarding Sexual Misconduct

Camp Nazareth has as its Mission to “Glorify God in all things” and to create an environment which is founded on faith in Christ, intricately woven into a lifestyle of Christian love and acceptance. At Camp Nazareth, we are concerned with what campers take home with them. We are also concerned with how they grow physically, emotionally and spiritually. We are concerned with their growth in human relations and how they interact with one another.

As a spiritual retreat and learning center for youths and adults within the American Carpatho-Russian Orthodox Diocese, here at Camp Nazareth we adhere to Orthodox Christian virtues. Among these virtues are the affirmation and acknowledgement that each person is a child of God and a Temple of the Holy Spirit (1 Cor. 6:19) created in the image and likeness of God (Gen. 1:26). It is to affirm that each person is our neighbor (Luke 10:25 et seq.) and that we are to treat each and every person as we wish to be treated (Matt. 7:12), i.e., with kindness, respect, patience and agape love.

Christ instructed us to love one another as He loved us (John 15:12-13), giving His life for our sakes. Accordingly, any behavior that exhibits Christian virtue is expected. Conduct which is contrary to Christ’s teachings is a sin and unacceptable.

It is essential that all priests, team leaders, workers, counselors, volunteers and others involved with our work here at Camp Nazareth understand the overwhelming public concern regarding abuse and sexual conduct issues. Violations can quickly lead to the involvement of law enforcement officials and can quickly destroy the reputation and work of the Camp.

This written policy statement is designed for clarification of the issues among all staff members, volunteer or paid, counselors, clergy or laity. Admittedly it is conservative. The impressions that campers (who come from a variety of backgrounds) take home with them and pass along to their parents or friends, or parents gain when visiting Camp Nazareth, help determine whether campers will return or recommend the camp to others. These same impressions or perceptions affect the reputation of the Camp. A reputation of having an outstanding camping program can take years to gain and a single inappropriate experience to lose. Anyone involved with Camp Nazareth, including campers and staff must not be uncomfortable with their own impressions and reactions to the sexual behavior of others.

We cannot be too careful in the area of sexual abuse. Even the appearance of inappropriate conduct or the filing of a false allegation can cause irreparable damage to the reputation of the accused staff member and Camp Nazareth forever. Therefore, all staff members must be very cautious in order to avoid doing anything that could be interpreted as sexual abuse or sexually inappropriate conduct.

As a result these procedures are read broadly and expansively to protect the interest of the children, campers, counselors, and other staff, both volunteer and paid, clergy and laity. Conduct proscribed here is not all-inclusive. Staff must avoid even the appearance of impropriety.

There are, consequently, certain behaviors that must be mentioned that are prohibited for all Camp Nazareth employees and volunteers during their stay at Camp Nazareth. These include engaging in any physical touching of any kind including but not limited to kissing, petting, caressing, or any other contact or conduct intended for sexual gratification with any other person related in any way to the camp, including but not limited to campers, counselors, employees or volunteers.

Sexual misconduct also includes verbal misconduct. Vulgar, obscene, suggestive or profane talk or behavior is strictly forbidden. Such conduct includes narrative accounts of sexual activities, sexual innuendoes, comments about one’s body or that of another person, discussions of sexual activities or experiences, or obscene jokes.

There are additional behaviors, while not necessarily intended for sexual gratification that are inappropriate due to the appearance of possible impropriety. These include interactions between staff members and other staff members (counselors, maintenance, kitchen staff, etc.) and/or campers such as: massages, hand holding, sitting on laps or full body hugs.

Some general guidelines for counselor behaviors with campers, and other counselors include:

Never touch anyone against the person’s will (verbally or non-verbally expressed) unless it is to prevent an accident.

Appropriate touching, that takes into account the touched one's comfort level, may include pats on the back, touch on the shoulder, hugs of welcome, hello, goodbye, thanks, congratulations (however not full body or excessively long hugs), hand shakes, high fives, arms around shoulders. Appropriate touching can become inappropriate such as excessive tickling, wrestling with or teasing a camper.

Inappropriate touching is any physical contact that violates the touched person's comfort level. It is touch that is given or forced on another person for the primary satisfaction of the actor not the one touched. Touching of the genitals, buttocks or any touching for sexual gratification is always inappropriate and cannot be consensual.

It is inappropriate to share information about your personal sexuality or sex life or to inquire about another person's.

It is inappropriate to show favoritism or to encourage crushes or romantic fantasies that campers may have about you.

Respect the privacy of campers during the times when they are changing clothes or showering.

It is inappropriate to share a bed or sleeping bag with a camper.

It is inappropriate to show signs of affection to other staff in front of the campers. Behavior of the staff should be circumspect around campers so that at no time do they associate any two staff members as a couple. Any and all behavior in a camp setting must allow for perceptions and concerns of others.

All staff must be concerned for the safety and protection of the campers and others at Camp Nazareth. As a result, it is required of all staff that they report any violations or other improprieties even if it involves another staff member. Failure to report an incident or complaint that is made known to a staff member can result in discharge.

If a child confides in a staff member about another camper or staff member, the staff member shall discuss the disclosure personally with the Camp Director, or if that is not possible with the Camp Nurse or Head Counselor only. The staff member should refrain from investigating the complaint independently or from discussing it with other staff.

Any violations of the above guidelines and procedures must be reported at once to the Camp Director and to the Diocesan Chancery. If for any reason one feels unable to report the violation to the Director, the violation may be reported directly to the Diocesan Chancery. All violations will be investigated for both the protection of the child and for the protection of the one alleged to have committed the violation.

The Camp Director, in consultation with the Ruling Hierarch and/or Diocesan Chancery, will contact the appropriate authorities in accordance with relevant state and local law and the parents.

In the event the reported incident involves child or sexual abuse by a staff member, paid or volunteer, the Camp Director will, without exception suspend the person from the camp. The parents or legal guardian of the child(ren) involved will be promptly notified in accordance with the directions of the relevant state or local agency.

In the event the reported incident involves an alleged violation of the guidelines less than that of abuse, the Camp Director will consult with the Diocesan Chancery to determine whether the person should be suspended pending the complete investigation.

Whether the incident or alleged offense takes place on or off camp property, it will be considered camp related.

Reinstatement of the staff person will occur only after all allegations have cleared to the satisfaction of the Diocesan Chancery and the Ruling Hierarch. All camp staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and should only discuss the incident with the Camp Director and/or the Diocesan Chancery.

All full-time and part-time staff, counselors and volunteers, lay and clergy must read and sign this policy.

By signing below, I verify that I have read and fully understand Camp Nazareth's Sexual Misconduct Policy, which is outlined in the Camp Nazareth Staff Manual.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

WITNESS: _____ DATE: _____

THE FOLLOWING MUST BE SIGNED BY ALL CLERGY AND VOLUNTEERS FOR PARTICIPATION

This health history is correct and complete as far as I know. I am able to engage in all camp activities except as noted. I hereby give permission to the camp to provide routine health care, administer over-the-counter medications, administer prescribed medications, and seek emergency medical treatment including ordering x-rays or routine tests for me. I agree to the release of any records necessary for treatment referral, billing or insurance purposes. I give permission to the camp to arrange necessary related transportation for me. In the event that I am unable to communicate effectively in an emergency, I hereby give permission to the physician selected by the camp to secure and administer treatment including hospitalization, for myself. I understand that my insurance coverage will be used as primary coverage in the event medical intervention is needed. I further understand that I will be responsible for any expenses not covered by my insurance. I understand all reasonable safety precautions will be taken at all times by Camp Nazareth and its agents during camp. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree not to hold the American Carpatho-Russian Orthodox Diocese, Camp Nazareth, their leaders, employees, and/or volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject of this form. I agree to abide by all of the rules and guidelines set forth by Camp Nazareth for the order, safety, and good health of the campers at camp. I agree to indemnify and hold harmless, the American Carpatho-Russian Orthodox Diocese, Camp Nazareth, their leaders, employees, and/or volunteers from any expenses, loses, claims, or damages incurred as a result of the acts or omissions of the subject of this form. This completed form may be photocopied for trips out of camp. I also understand and agree to abide by any restrictions placed on my participation in camp activities and will comply with all of the reasonable requests made by the Camp Nazareth Staff in regards to order, safety, and good health.

Signature of Clergy or Volunteer: _____

Print Name: _____ Date: _____

Camp Nazareth Clergy/Volunteer General Responsibilities

Please contact the Camp Office for complete Job Descriptions.

NURSE - (Volunteer + room & board)

- Licensed RN or LPN in Pennsylvania or equivalent.
- Provide basic medical care and oversight of campers.
- Administer First Aid and medications as necessary.

CAMPING SESSION CLERGY - (Volunteer + room & board)

- Teach Religious Education segments in Camp Program.
- Provide pastoral counseling and the Sacrament of Confession as needed throughout the duration of the Camp Program.
- Will celebrate the Divine Liturgy with his fellow clergy and assist with the other services during the Camp week.

ADULT VOLUNTEER - (Volunteer + room & board)

- Must be willing to work for the camp's benefit as deemed by the director or his representative.
- Provide basic support to the Camp Nazareth Staff as instructed.