

VOLUNTEER HANDBOOK



CATHEDRAL OF THE PINES CAMP

A NOTE FROM THE CAMP COORDINATOR

Dear Volunteers and Retreat Participants,

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

This handbook is designed to answer many of the questions you may have about camp. There is a lot of valuable information in this handbook, so please take the time to read it thoroughly. You should read this handbook each year even if you are a “seasoned” camper. Some of the policies and procedures have been revised to better serve our campers.

When getting ready for camp, please keep in mind that we attend Cathedral of the Pines to learn and grow in our faith in Jesus, as well as to have a great time. Please do not bring anything that would distract from this purpose.

We feel that a camping experience at Cathedral of the Pines will be one of the highlights of your summer. Good preparation for camp will enhance your experience. We are anxious to get to know you during your stay. If you have further questions after reading this handbook, please contact me 218.663.7869.

Sincerely,

Kris Ericksen

Camp Coordinator

Mpls: 612.767.2207 | COP: 218.663.7869 | kris@mtolivet.org

TABLE OF CONTENTS

GENERAL INFORMATION	4
THE MISSION OF CATHEDRAL OF THE PINES	4
CANCELATION AND CHANGE OF PLANS	4
DEPARTURE AND RETURN	4
DIRECTIONS TO CATHEDRAL OF THE PINES CAMP	4
GENERAL CAMP POLICIES	4
DAMAGE CONTROL POLICY	5
GENERAL PROVISIONS FOR FIRE SAFETY	5
BEHAVIORAL EXPECTATIONS	5
WATERFRONT RULES	6
DATA AND HEALTH FORMS	6
MEDICATIONS	6
SPECIAL DIET	6
PACKING FOR CAMP	7
CAMP ADDRESS	7
PHONE CALLS	7
LOST AND FOUND	7

GENERAL INFORMATION

THE MISSION OF CATHEDRAL OF THE PINES

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

CANCELTION AND CHANGE OF PLANS

Please make every effort to arrive at camp during the scheduled arrival times for your group. If you will not be arriving during the scheduled arrival times please let the Camp Coordinator know, so that meal preparation and housing assignments can be made accordingly.

If you are unable to attend a retreat or volunteer as scheduled, please notify the Camp Coordinator at krise@mtolivet.org as soon as possible.

DEPARTURE AND RETURN

Cooks and Health Professionals:

If you are going to camp at a time when there is a camp bus and you choose to ride the chartered bus, please contact Kris Ericksen one week in advance.

Chartered buses will leave from the church parking lot each scheduled morning. Riders should check in no later than 7:45am. Buses will leave on schedule. If you will be delayed on the morning of departure, please call the Camp Coordinator at 218.663.7869 to report your delay. Buses will return to the parking lot at approximately 6:30pm on scheduled travel days.

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

DIRECTIONS TO CATHEDRAL OF THE PINES CAMP

35W north out of Minneapolis to Duluth. Hwy 61 from Duluth up the North Shore to Lutsen. Left at County Road 4 (also called Caribou Trail). Cathedral of the Pines is approximately 3 and 1/2 miles up Caribou Trail on the right side of road.

GENERAL CAMP POLICIES

For the safety of all, vehicles must be parked upon arrival and not driven unless absolutely necessary.

- Please sign the notebook at the registration table in the lodge when you leave and return to the camp grounds. This is necessary in case of phone calls or emergencies.
- We request that you follow the daily schedule set by the staff member in charge.
- No pets allowed.
- All camp buildings are smokeless and tobacco free. This includes cigarettes, e-cigs, cigars, and chewing tobacco.
- No alcohol or other illegal non-prescription drugs are allowed on the campground.
- Guns, knives, fireworks, sparklers, or anything harmful to you or others are not allowed at camp.
- Skateboards, rollerblades, and scooters are not allowed at camp.

- Chewing gum is not allowed at camp.
- All supplies purchased for camp use must be approved and purchased by an authorized camp staff person.
- Only Cathedral of the Pines staff members are allowed to have or use bicycles on the camp grounds.

DAMAGE CONTROL POLICY

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

GENERAL PROVISIONS FOR FIRE SAFETY

MN State Statute deems tampering/misuse of fire appliances (including pumps, hoses, and fire extinguishers) is a misdemeanor and is punishable by a \$700 fine and/or incarceration for 90 days to 2 years.

BEHAVIORAL EXPECTATIONS

Cathedral of the Pines offers a secure and welcoming community where campers can try new activities, broaden interests, make friends, express themselves, come closer to God and feel a sense of belonging. We promote an environment free of physical or emotional abusive/harassment/bullying behavior. This type of behavior is not tolerated, has strong consequences and arrangements may be made for the immediate return of the person to Minneapolis.

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

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

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

CAMP KITCHEN

The camp kitchen is out of bounds except for authorized kitchen personnel. Snacks will be available periodically at the serving window in the lodge.

The MN Department of Health requires that the following policies be enforced:

“No person other than kitchen personnel shall be permitted to enter the food preparation area.” (Kitchen personnel include summer staff, cooks, servers and work staff.) “The kitchen shall be kept clean. Food handling procedures which will minimize the possibility of food contamination shall be practiced.”

All kitchen personnel must wear enclosed shoes. Sandals and/or open shoes of any kind are not allowed. Hair must be pulled back from the face. Medium to long hair must be tied back. Please refer to rules for kitchen personnel posted in lodge kitchen.

WATERFRONT RULES

- Camp boats and canoes must be checked in and out with a waterfront Camp staff member.
- Every person in a craft must wear a life jacket.
- When there is no lifeguard on duty, children must be supervised by a parent at all times.
- People who fish must comply with the “Minnesota Boating Guide”, a summary of laws and rules printed by the Minnesota Department of Natural Resources
- Sauna use is limited to times announced by Director or Pastor in charge.

DATA AND HEALTH FORMS

The 2023 Cathedral of the Pines Health Form must be completed online. For Family Camps and Work Retreats, this will be done as a part of the registration process. For Volunteers, the form must be completed before arrival at Cathedral of the Pines. The form can be found by logging into your Campbrain account. If you do not have internet access, please contact the Camp Coordinator.

This is a requirement for all of our volunteers and retreat participants.

MEDICATIONS

All prescription medication brought to camp must be clearly labeled and in the original containers.

SPECIAL DIET

Cathedral of the Pines Camp is able to operate cost effectively through the use of volunteer Cooks. We can only provide special meals with advance planning. For Campers attending Family Camp & Work Retreats, accommodations will be made only if and when it was indicated at the time of registration by choosing the “Special Diet” tuition (\$45.00 fee). Volunteer cooks and health professionals will be accommodated by indicating their special diet on the Health Form. If a special diet is needed and was NOT indicated at the time of registration and/or on the Health Form, please contact the Camp Coordinator prior to departing for your session.

PACKING FOR CAMP

Laundry facilities are not available. Please label all items brought to camp.

You will need to bring a sleeping bag or twin sized bed roll, pillow, towels, and personal toiletry items.

Camp terrain is rocky and uneven. Campers are requested to wear proper shoes (not flip-flops) at all times, particularly for athletics and hiking.

Be prepared for all types of weather.

CAMP ADDRESS

Camper Name and Camping Dates

Cathedral of the Pines

PO Box 159

Lutsen, MN 55612-0159

All correspondence should be sent by U.S. Mail. Faxes and emails will not be distributed to campers or volunteers.

PHONE CALLS

In case of emergency, the Cathedral of the Pines telephone number is 218.663.7255. This line is kept open for camp business and emergencies only.

LOST AND FOUND

Items left behind at camp are returned to the church office each week throughout the camping season.

Please check at the church office for any items that may have been left at camp. Those items not claimed by September 15 are given to charity.

