

GROUP LEADER'S GUIDE

Canyonview Camp

A Division of
BIBLE TEACHING INCORPORATED



Speaking The Truth In Love

www.canyonviewministries.org

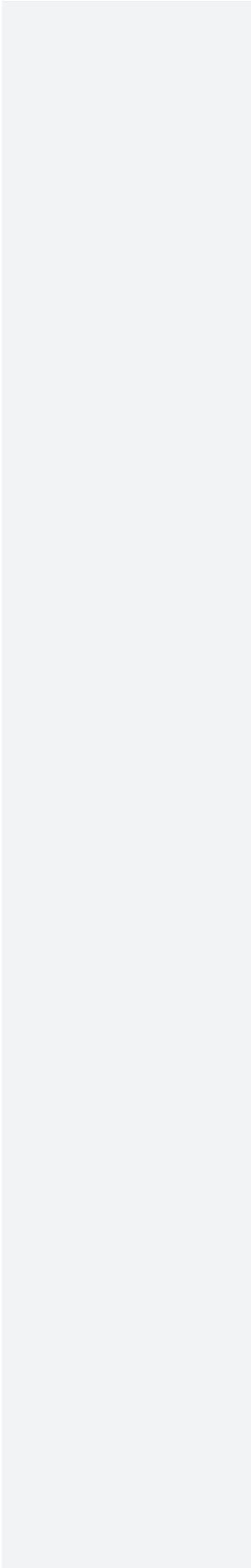


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INSIDE FRONT COVER

Cover Letter

Guest Group Application

Guest Group Contract

Sample Certificate of Insurance

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CONTRACT INSTRUCTIONS

Important Checklist

You will find a cover letter, application, contract, and sample certificate of insurance inside the front cover of this booklet.

Contract Deadline

Note your contract return date. Your application, signed contract, deposit, and certificate of insurance are *required prior to confirmation..*

2 Months Before

For Outdoor Schools, coordinate the schedule, cabin assignments, and dietary needs with the Program Director.

10 Days Before

Send a copy of your schedule. The coordination of our efforts becomes much easier when we know what you have planned.

Call and confirm the final meal count for your group. The balance of your bill depends on this number. This must happen no later than the Monday before your arrival. Clarify any needs you or your group may have.

Certificate of Liability Insurance

You must certify your group has liability insurance. Your church office/ administrator should know how to obtain one, or you may contact your insurance agent directly.

The following items are critical:

1. The form must have a policy number.
2. The policy must have a duration that includes the entire length of your retreat.
3. Make sure Canyonview is named as the certificate holder at the bottom of the form.

This is required before your contract is confirmed. A sample certificate is included with your contract.

DIRECTIONS TO CANYONVIEW

I-5 from Portland

Take the Woodburn exit, and follow the signs to Silverton. At the edge of town you will pass a Roth's IGA on the left. Turn right at C Street. C Street turns into Westfield at the corner of the TNT. Follow it to Main St (Cascade Hwy.) Turn right. Go 3 miles. Turn left onto Finlay Rd. Go 3/4 mile. The main camp entrance is on the right.

I-205

Take the Hwy 213 exit (#10 Park Place, Molalla) and follow the highway straight into Silverton. Hwy 213 becomes Oak St. Go to the 2nd stop sign. Turn left at the Palace Theater (one way). Make an *immediate* right on Main St. Go 3 miles out of town. Turn left onto Finlay Rd. Go 3/4 mile. The entrance is on the right.

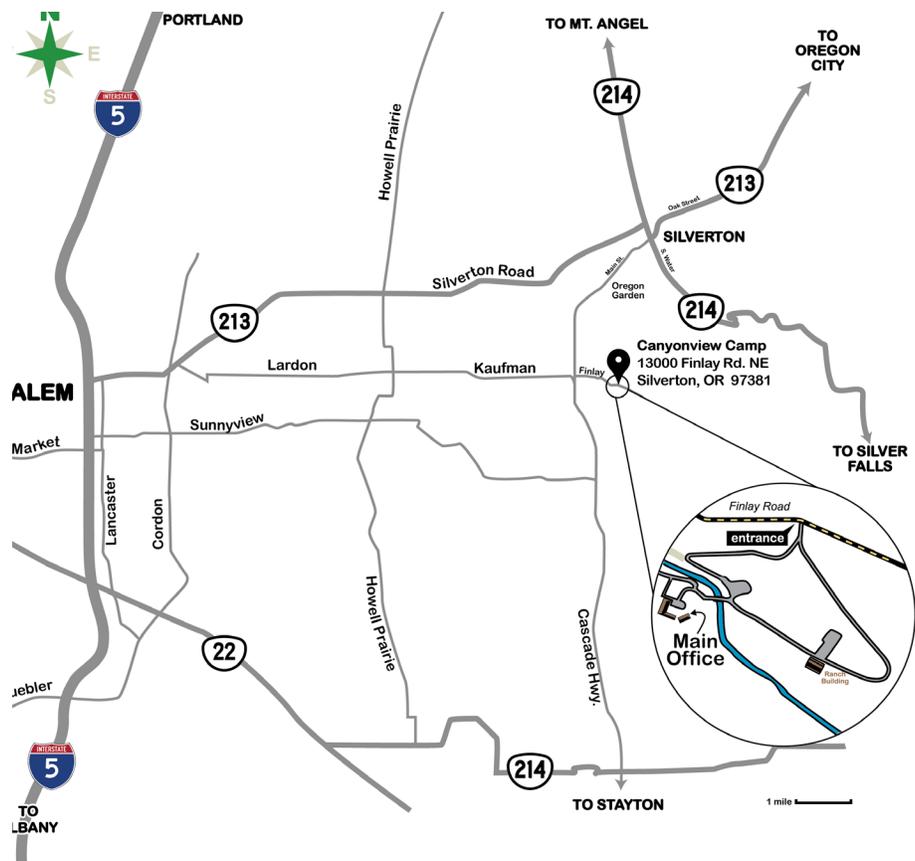
I-5 south of Salem

Take the Kuebler exit (251). Turn right. Follow Kuebler (becomes Cordon at the Lancaster intersection) to Sunnyview. Turn right. Proceed to Howell Prairie. Turn left. Go to Kaufman. Turn right. Go to Cascade Highway. Turn Left. Go 100 yards. Turn right at the bottom of the hill onto Finlay Rd. Go 3/4 mile. The entrance is on the right.

Notes:

When coming to camp through Silverton, make sure you stay on Main St. when heading south out of town. The Oregon Gardens will be on the left as you go south.

The mistake most people make is getting on the Silver Falls highway (this is Water St. in Silverton) rather than following the signs to Stayton or the Oregon Gardens.



RECREATION

You will be provided with most of the typical items for ball sports. Please ensure they are collected and returned at the end of your retreat. Feel free to bring your own rec items. Those activities involving an elevated degree of risk will be approved by the camp director or guest services director before use.

CAMPFIRES

We encourage you to use the fireplace in Oak Lodge or the main campfire circle. Wood and starting material are provided. Please refrain from large fires, and always note the presence of shovels, hoses, and fire extinguishers.

GYM/REC CENTER

The gym and rec center is open every day from 6 am to 10:30 pm. The gym is scheduled on a first-come, first-served basis. Activities include basketball, foosball, carpetball, ping pong, worship, program, and crafts. There must be adult supervision at all times.

NIGHT GAMES

By their nature, night games lend themselves to aggression and pursuit. They must be closely monitored to maintain the practice of Christian values. The day camp area may be used for night games only with adequate supervision.

SWIMMING/CANOEING

Waterfront arrangements are required at the time you book with Canyonview. Swimming is available for June - August, with some exceptions.

Lifeguards are usually available from Canyonview for a per hour fee.

Please arrange to have one adult supervisor for every 10 guests in or on the water with at least one adult at each activity area.

LOW ROPES COURSE

Seven low-ropes elements are available. Elements include a Nitro-crossing, the Spider web, a Wild Woosey, Giant's Finger, Whale Watch, Diversity Trail circuit, and a T-P shuffle. These are most conducive for improving communication and for team building.

ZIPLINE

The zipline is considered a separate activity from the low ropes course. Arrangements for use of the zipline must be made at the time you book your retreat.

PAINTBALL / AIRSOFT COURSE

Canyonview's paintball /airsoft field is fully operational. You can view more about the course on our website. We have all the equipment you need to have an exciting and safe time. You will need to discuss the reservation of the field with your Canyonview Guest Services representative. This is a separate reservation from the retreat reservation.

ACTIVITY COSTS

There are separate charges for the use of the Low Ropes Course, the Waterfront, and the Zipline. Please contact the receptionist or Camp Director for current fees and information on how to arrange for these activities.

Your meal experience will be most rewarding by following these few steps.

DINING ROOM

The dining room is arranged to seat eight people per table. Most meals are served buffet style. Others are served family style. *Group size determines how many tables will be designated for your group.* Your group name will be on your tables. You may also be sharing the dining hall with another group.

SEAT

Please instruct your group to sit at the tables signed with your group name.

SET TABLES

Depending on group size and menu, we may ask for table setters to assist with setting tables.

RETURN

A prayer of thanks should be offered just prior to each meal. We are glad to provide this leadership for you, but you are also free to lead your group when it comes time to bless the meal.

BUFFET

Most meals are served buffet style. Following any announcements, the dining room host will dismiss your group table by table.

SECONDS

will be available whenever possible. Please wait until everyone has had a first serving.

THE KITCHEN

is off limits to guests. If your group has special dietary or food service related needs, please coordinate ahead of time with the Guest Services director. A refrigerator is provided for group use.

PLEASE PROVIDE HELPERS

for table bussing after each meal. A sanitizing bucket and rags will be provided for table wiping. Canyonview will provide for all dishwashing.

SPECIAL DIET POLICY

As a not-for-profit Christian ministry, we try to keep costs reasonable and family oriented. The ability to control food costs is based on economy of scale, the ability to serve one meal option to many people.

Recently the increasing number of allergies and different diet choices has presented new challenges for Canyonview Camp and camping in general. At this time, our food service director, who has many years' experience, and our operations director, an executive pastry chef and certified culinary educator, have the knowledge to meet these challenges.

As much as we want to be considerate of all dietary and allergy requests and enable everyone to come to camp, Canyonview must express a limit of liability. Some requests are cost prohibitive and others are impossible due to the nature of our program and facilities.

We hope that all concerned will appreciate our attempts to serve nutritious meals and accommodate dietary restrictions and choices as we work within our cost parameters.

ALLERGIES

Nuts, peanuts, dairy

Minor allergies to nuts or peanuts are relatively easy to deal with. We just eliminate these items. If the allergy is acute, it becomes more difficult. Many of the purchased snacks contain peanuts, so if the presence of peanuts in the room triggers a reaction, Canyonview must make all the snacks from scratch. This, of course, is very labor intensive. At this time, Canyonview cannot guarantee that a peanut-free environment exists: there are too many variables out of our control. For example, another camper could have a peanut snack in their suitcase, or a person who is a vegetarian will need a peanut butter sandwich. We will do our best, but we cannot be held liable for every situation.

Dairy allergies are a little more difficult in that the dairy component is often a critical element of the dish, e.g., pizza or ice cream. We can eliminate the cheese, but we have to make a separate smaller item for one or a small number of people, creating extra labor and hence cost.

Gluten allergy/Gluten Intolerance

This becomes more difficult in that we have to provide a substitute to the wheat item. Some things are easy, e.g., corn tortillas for wheat tortillas. For bread, muffin, pancakes, etc., we feel it is important to have a substitute and will provide one for not extra charge. We do produce several very nice gluten-free items in house, but if any customer wants more than this, they would have to supplement their diet by purchasing their own items and work with the Canyonview kitchen to make sure they get to the right person.

Severe celiac

At this time, we cannot guarantee that the Canyonview kitchen is ever certifiably free of wheat flour. Specialty products would have to be purchased and a special environment created, again expensive and logistically prohibitive for Canyonview.

SPECIAL DIET POLICY

DIETARY CHOICES

Vegetarian/Vegan

Every meal has a salad component. If we are notified, we can add a legume to the salad bar, and the diner should have a complete vegetable-based protein when combined with other items served. Every breakfast includes oatmeal and fruit. At times the entrée can become vegetarian by holding the meat from the portion. Canyonview is willing to do this.

Gluten Free

The distinction “Gluten Free” indicates that this is a dietary choice; the customer does not have an allergy, but simply has chosen not to eat wheat items. Canyonview does not make substitutions in this case. People choose not to eat certain foods; they may not eat broccoli for example. That is their choice, and Canyonview does not have a responsibility to supply a substitute for a choice. If customers want a gluten free option, in this case there will be an extra charge.

Accuracy at registration

Inaccuracy of the description of vegetarian diets is a problem we are trying to solve. For example: Someone registers as a vegetarian, we make a special version of the entrée, and then we find out that the person will eat the “chicken.” We have wasted time and effort. A food preference does not constitute a dietary restriction, e.g., Johnny doesn’t like hot dogs.

CUSTOMER RESPONSIBILITY

At this time, we are not charging for the extra time and effort we put into these diet restrictions on the condition that the Retreat Coordinator comply with the following guidelines.

1. One week before your event, you notify the Canyonview Guest Services Director of any dietary restrictions.
2. You communicate accurately and honestly with regard to the severity of the allergies or food preferences.
3. You may contact the food service manager at (503) 873-5567 during the day to discuss the best way to handle the food conditions.

OUR PHILOSOPHY

We want all to come to camp, hear the Word of God, and enjoy their experience without embarrassment or illness. We try to provide options and accommodate dietary restrictions. We do not in general charge extra at this time. We will do our best, but we cannot guarantee the result you might expect by ordering off the menu in a restaurant.

CAMP POLICIES

DO'S AND DON'TS

1. Activities and games that loosen, weaken, misalign, or break fixtures and equipment are forbidden.
2. Report any damage discovered prior to or during the retreat or camp to the Camp Director.
3. Posters, signs, etc., necessary for the retreat shall be fastened with painter's tape, not duct tape. Do not use thumbtacks, pushpins, nails, screws, staples, etc.
4. There shall be no writing, carving, marking, or permanent staining on camp equipment or property. Crafts and projects that can stain or deface shall have surfaces protected as necessary.
5. Your group is responsible for anything stolen or damaged during the retreat period. Replacement/repair costs shall take into account reasonable wear and tear during the retreat as well as the convenience of repair versus replacement.
6. Vehicles must stay on established roadways. No off-road vehicles are permitted. The speed limit is very slow: 10 mph.
7. There shall be no playing on, around, or under the bridge. The dam is off limits.
8. The use of the shooting range must follow strict safety guidelines and be supervised by a certified instructor.
9. The pump house and staff housing are off limits.
10. Night games shall not become violent or disruptive to the camp environment. They shall be played only in the day camp area. Outdoor lights shall be left on during hours of darkness. Raids are forbidden.
11. Day camp use shall be coordinated with the Camp Director or host. The pony corrals, candlemaking sites, and storage areas are off limits. The day camp restroom must be left clean by the end of all activities. Either side of the changing building may be used, but the center room is off limits.
12. Due to safety and program complexity, the horse camp and barn are off limits.
13. The waterfront shall be used by prior arrangements only. No one under 18 is allowed around the waterfront without adult supervision. The waterfront is closed during the school year unless other arrangements have been made.
14. Beds and mattresses shall not be moved or used for activities.
15. Pets or any animals are not allowed into the camp without

**The following is required
by Oregon Administrative
rules for Organizational
Camps.**

1. All doors to Oak and Fir Lodge must be kept shut.
2. Every cabin must have an adult counselor living with the campers.
3. All waterfront activity must be supervised by a Water Safety Instructor (WSI) or equivalent. There shall be one lifeguard for every 25 people in or on the water. There shall be one adult supervisor for every 10 people in or on the water. The buddy system shall be used at all times. Twilight or night swimming is forbidden. No child shall be near the lakes without a supervising adult present. No one shall canoe, fish, swim, wade, or go boating unless a lifeguard is on duty. All persons in boats shall wear lifejackets.
4. Do not set up anything that presents a hazard.
5. Every campfire shall have a water source within 50 yards and a container for carrying water. An adult must be present at any fire. Children must be accompanied by an adult. No campfire shall be left unattended until completely out. Campfires shall be kept to a reasonable size so as not to attract attention or create excessive heat where people normally sit.
6. Rental groups shall provide for their own medical needs. A small nurse's station is available and contains some of the common first aid items. The nurse's station is not guaranteed to meet the medical needs of any one person or group.

BEAST CABIN HOUSING

BEAR

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

BEAVER

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

DEER

Left

1. _____
2. _____
3. _____
4. _____
5. _____

Right

6. _____
7. _____
8. _____
9. _____
10. _____

ELK

Left

1. _____
2. _____
3. _____
4. _____
5. _____

Right

6. _____
7. _____
8. _____
9. _____
10. _____

BIRD CABIN HOUSING

DOVE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

GROUSE

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7. _____
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11. _____

MALLARD

1. _____
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11. _____

QUAIL

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8. _____
9. _____
10. _____
11. _____

AT THE END OF YOUR RETREAT

Canyonview rents its facility on a “leave it as you found it” basis. Please schedule time to take care of these items that apply to your stay with us.

FIR AND OAK LODGE

- Tables wiped clean
- Chairs neatly stacked
- Folding chairs stowed in racks
- Floor swept (mopped where needed)

ALL CABINS

- All mattresses free of dirt or footprints
- Floors/carpeting swept
- Cabin trash cans emptied into large barrels in front of bathhouses
- All personal items removed

BATHHOUSES

- Sinks and mirrors wiped clean
- Check for personal toiletry items left behind
- Floor swept (mopped if needed)

ALDER HOUSE

- Rooms vacuumed and checked for personal items
- Mirror and sink wiped out
- Leave door open when you are moved out
- Return key to office or leave in room

RECREATION AREAS

- All sports equipment returned to appropriate areas or containers
- Picnic tables returned if moved
- Pick up all trash and personal items around fields and recreation areas

CLEANING FEES

If conditions require our staff to prepare the camp after you leave, charges are as follows:

- \$25.00 for each cabin
- \$50.00 for each bathhouse or Fir Lodge
- \$75.00 for Oak Lodge

CANYONVIEW CAMP HISTORY

THE BEGINNING

Canyonview Camp began in 1959 when Dr. Ernie Campbell and his wife Fern began driving the countryside in search of property suitable for Boys Brigade and Pioneer Girls. They bought the first 70 acres for \$5000. At that time, the only buildings were two-thirds of what is Fir Lodge and a small cook's shelter.

During 1975 Dr. Campbell turned the organization over to a board of directors, who incorporated themselves as Bible Teaching Incorporated (BTI). At that time the board also purchased another 13 acres which has become the Day Camp area, serving over 1300 children each summer.

Canyonview's horsemanship program also started during the 1970s. This involved building a 120' x 210' riding arena and a barn with 27 stalls.

DEVELOPING

Our board members meet at least twice per year and decide on the spiritual and business matters of the Lord's work. They bring a wide range of talents and skills, many of them having contributed countless hours to the ministry. They have served faithfully without pay and continue to provide Biblical leadership and inspiration to the staff.

Our financial records are open to anyone interested in the ministry. Many of our staff and board members serve in their local assemblies in a variety of leadership positions. Our leadership is always available to hear suggestions for improvements to the Lord's work.

STRIVING

Canyonview continues its commitment to faithful ministry and Biblical teaching. It is part of our commission to extend Biblical hospitality to local assemblies eager to spread the Gospel of Jesus Christ. The Guest Services ministry is here to provide you with an environment where you can create a ministry atmosphere with the Biblical values God desires.

HELPFUL INFORMATION

LOCAL RESOURCES

Silverton is located three miles north of Canyonview (about five minutes) and has a population of 11,000. There are two major grocery stores (Roth's IGA & Safeway). There is also Silverton Hospital, RiteAid Pharmacy, Ace Hardware/Hi-School Pharmacy, and Radio Shack. Silverton provides all of the most likely needed items such as batteries, flashlights, cameras, minor computer items, and most health and human services resources.

CALL OR GO ONLINE

For more information you can call Silverton City Hall (503) 873-5321 or Silverton Chamber of Commerce at (503) 873-5615.

For those with Internet access you can log on to Silverton's home page at: <http://www.silverton.or.us/>

TO CONTACT A LEADER OR MEMBER IN YOUR GROUP PLEASE USE THE OFFICE PHONE (971) 239-1347

The numbers on this page are listed for your convenience. Phone availability may be limited. Please ask for the use of a camp phone if you need one. Cell phone coverage in the canyon is improving. You may have to step outside the building to get contact. We do provide public access Wi-Fi for email and Internet use.

Emergency numbers:

Police /Fire/Ambulance 911

Silverton Hospital(503) 873-1500 or (503) 873-6336

CANYONVIEW CAMP

www.canyonviewministries.org

Toll free (888) 516-5655

Office (971) 239-1347

Fax (503) 873-8369

Kitchen(503) 873-5567

STAFF

Chris Kinman
Executive Director

John Walker
Office Manager

Tim Houser
Program Director

Ted Mark
Food Services Director

Chuck Potts
Guest Services Coordinator

SILVERTON (503)

Police 873-5326

City Hall 873-5321

Abiqua Rental 873-6011

Hi-School Pharmacy /
ACE Hardware 873-5661

NAPA 873-8668

Rite Aid Pharmacy
873-1117

Roth's IGA 873-6311

Safeway 873-1800

OUR PURPOSE AND GOALS

PURPOSE STATEMENT The mission of Canyonview Ministries is to praise God, be a blessing to others, and stimulate the spiritual life of all those we serve.

CAMP

Evangelism That every camper would understand and be able to verbalize the message of the Gospel.

Growth That those Christian campers who come would understand Biblically the kind of life God wants them to live and would demonstrate that understanding in their relationships with fellow campers, staff, and all of God's creation.

Family That each family would see and have shared with them the purpose of Canyonview and the Gospel.

Followup That each camper would be given opportunity and encouragement to continue in the study of God's Word.

The Word That each camper would handle the Word of God, read the Word of God, be taught from the Word of God, discuss and verbalize concerning the Word of God. In general, we want them to realize that they have the ability to read and understand God's Word and have a responsibility to respond to the content of its message.

Modeling That each camper would see modeled for them what it means to be a Christian and would begin to imitate that conduct, those attitudes, and that life.

The Outdoors That each camper would grow to appreciate the outdoors and its creatures as creations of God, and that they would demonstrate that appreciation in responsible behavior toward the plants and animals of the camping environment.

AFFILIATION Canyonview Camp has been an active member of the Christian Camp and Conference Association since 1966. We continue to work with our fellow Christian Camping professionals to support each other and to spread the gospel of Jesus Christ.



