

CAMP CHAPLAINS

The Eliot Board is responsible for obtaining chaplains for all Eliot camps. An individual board member assumes the responsibility for finding and scheduling the chaplains.

BOARD MEMBER DUTIES INCLUDE:

1. Maintain 2 spreadsheets (or lists in whatever form works for the board member). Past spreadsheets will be given to the new board member assuming this duty.
 - Past Chaplains: A spreadsheet of all past camps by year and names of chaplains for each camp. Include chaplains for upcoming camps, if already chosen.
 - Chaplain Search: A spreadsheet of ministers to contact for future camps. Use congregational websites to determine contact information. Spreadsheet should include:
 - Minister's name
 - Current position in congregation or community
 - Contact information
 - Date last contacted
 - Their response to the contact
 - Future action to take
2. In the fall, begin the search for chaplains for all 4 of next year's camps (July, August, Creative Arts and Winter).
3. Before sending emails to candidates,
 - Candidates would ideally be familiar with Eliot or have attended a camp previously, but this is not a requirement.
 - Check with next year's deans to find out if there is anyone on the list they would not want to be a chaplain at their camp. (Note: This process is for elimination, not preference. The Board is responsible for choosing the chaplains, not the deans.)
 - Send the list to the administrator who will contact the UUA who will check for any information that would lead the board not to choose a particular person.

4. Send an email to a small number of candidates. Email should include:
 - An introduction of who you are and the reason for contacting them.
 - A positive (of course) description of Eliot camps and Seabeck.
 - Links to Eliot and Seabeck websites.
 - The dates of the camps and speaker themes.
 - A brief description of the duties of the chaplain with a link to the chaplain job description on the Eliot website.
 - Explain chaplains will be chosen on a first come, first served basis.
 - If chosen, they will be put in contact with the administrator for the signing of a contract and registration information.
 - Invite any questions they may have.
5. Maintain communication with the candidate to answer any questions.
6. If no response from an individual, send them a follow up email within a week. Also do research for an alternative email. If still no response, note this on the spreadsheet and move on.
7. Continue to send emails to a small number of candidates as needed to fill all the chaplain positions.
8. When someone agrees to be chaplain for a specific camp, thank them and welcome them to the Eliot community. Explain the next step, which will be communication with the administrator for contact signing and registration for camp. CC this email to the administrator.
9. Review all camp reports and camper surveys for suggestions, recommendations, or concerns regarding chaplains. Add new recommendations for chaplain to Chaplain Search Spreadsheet.
10. Review and update chaplain job description as needed, with approval from board.
11. No report is necessary for board meetings, but maintain communication with the president and administrator for questions and concerns.

Joan Sandberg, board member
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