



# CASSADAGA SPIRITUALIST CAMP

VOLUNTEER PROGRAM ORIENTATION

# WELCOME

Thank you for sharing your time as a camp volunteer. Volunteers play a vital role in evolution of this camp. Your ideas, exciting smiles, warm and positive energies keep this camp going and growing everyday. We are really excited to have your participation and thank you for sharing your energy.

We truly enjoy and look forward to working with you in the many camp events.

## ARTICLE 2 OBJECTS

“The object of this corporation shall be

- to provide for, maintain and hold assemblages or meeting for literacy, scientific, philosophical, moral and religious instruction;
- to encourage the establishment of schools, libraries and sanitariums;
- to ordain and license ministers;
- to encourage the establishing of branch camps on the Atlantic and Gulf Coasts of Florida or other desirable locations, and
- especially to teach the Spiritualistic doctrines of its immortality of the soul; the nearness of the Spirit World; the Guardianship of spirit friends and the possibility of communion with them.”

## WHY WE VOLUNTEER?

- Why people volunteer is as varied as the individual. Each person will have a unique experience that will challenge their way of thinking about and understand spiritualism in every day activities. However, no matter the challenge, it is all meant to be fun and self fulfilling.

## HOW TO VOLUNTEER

- Not all but the majority of the opportunities to participate within the organization are administrative. In the next couple of slides, we will endeavor to explain the various opportunities and the expectations of the volunteers within the varying roles.

## GALA DAY

- This is a camp quarterly, fund raising event. This is a one day event that is packed full of activities both in-doors and (weather permitting) out-doors. There are vendors, lectures, mini-readings and other activities throughout the day.
- Volunteers help from 7:30am to 5pm throughout the entire day. The expectation is to have enough volunteers to help breakup the day so that everyone gets to assist and participate in the event.

## GALA DAY ROLES

- Vendor Set-up Coordinators
- Information Booth(s)
- Live Stream Tech
- Camp Information Floaters
- Signage Placer
- Kids Zone Volunteers (Story Teller)
- Library Volunteers (Story Teller)
- Maintenance Assistance

**Vendor Set-up Coordinators** – These volunteers show up at 7:30am. There are 3 coordinators as vendors are placed in 3 sites at the camp. Berkner House & Lawn, Stevens Street and Colby Lawn/Parking Area. Each person will be responsible for ensuring that all vendors know where their designated spots are. With regards to the Colby Parking Area, this is where the food vendors will be designated and can fit up to 3 of the vendors for that day. With regards to Berkner House, these are outside camp mediums and will have tables and chairs provided to them inside the house.

**Info Booths** – We have 3 info booths – Main Info booth in front of the bookstore, the second in front of the temple and the final in front of the door of Berkner House. The main and temple info booths both deal with payments systems. These require at least 1 camp member to manage/oversee payment transactions, be it either cash or charge. Both of these booths take payment for the lectures and Raffle Ticket Sales. However, only the main booth takes payment for the mini-readings. The main info booth also handles the swag bag giveaways. The second info booth handles the Treasure Chest. The Berkner House Info Booth handles the arranging of the time slots for the outside camp mediums, where appropriate as some mediums would prefer to do this themselves.

**Live Stream Tech** – This is a camp approved individual that has been trained on how to use the camp equipment and preferred technology.

**Signage Placer** – The day before this event an individual places the advertising signage in designated places. This individual would also have to collect all signage post event.

**Kids Zone Volunteers** – These volunteers will help set up, distribute craft items and maintain the organization and cleanliness of the craft tables. There will also be a Story Teller at this section of which may be in need assistance.

**Library Volunteers** – There will be times when the library will have a fund raising event of which will need assistance with the setting up of the table and books to be sold. The volunteer will assist the main library attendants with additional items such as assist in book sales, maintaining the cleanliness of the library snack area and ensure that the library books are returned to the designated area prior to the patron leaving the building. A story teller may also be needed or in need of assistance, at a designated time as set up prior to the event.

**Camp Info Floaters** – These volunteers will assist camp visitors with information such as designated parking areas, what are the things “to do” at the camp or directions to the various park areas to be explored.

**Maintenance Assistance** – these volunteers will check various restroom areas to ensure that there are paper towels and toilet paper is available.



## COLBY MEMORIAL TEMPLE

- This is a weekly service which requires a number of people to make sure that event has a harmonious flow.
- Groups of volunteers are needed for each event held on the weekly basis. The first event is the Adult Lyceum starting at 9:30 am. The second event is the Sunday Service starting at 10:30 am. The third event is the Wednesday night message service which begin at 6:00 pm.
- Another weekly service held as an extension to the services held at Colby Temple is Grove Service. This is held in the Andrew Jackson Davis Educational Center found in the back section of the Cassadaga Camp Bookstore.

There are a variety of ways that a volunteer could assist with these services. In the next slide we will discuss at a high level the variety of ways a volunteer could assist with these services.

## COLBY MEMORIAL TEMPLE ROLES

- Chair Person
- Greeters
- Ushers
- Live Stream Tech(s)
- Organ Tech

**Chair Person** – This is an individual that has taken the camp’s required class - Platform Class. This training will provide you with all the necessary tools of how to conduct yourself as a public speaker and camp decorum. This is a fun class and it is highly recommended if you enjoy public speaking and if you do not, it will help you gain that confidence needed to be able to speak publicly.

**Greeters** – These are the individuals that not only welcome guests into the temple but also help the pastor set up in the morning prior to the temple opening. These individuals assist the Pastors with setting up the Hymnals on the table as guests walk in. Check to ensure all cushions are stacked properly in the areas and that there are no obstructions or garbage in or around the seating areas. Greeters also ensure that these books have the monthly activities and church pamphlet in the front of the books. They assist with filling the mint bowls. Ensure that candles are lite. During meditation, greeters take a headcount of all guests in both Lyceum and Church services. Greeters also ensure that guests do not walk out with the Hymnals during and at the end of each service. Greeters also thank guests for attending services and may advise on when and where guests can attend the Sunday Grove Service.

**Ushers** – These individuals assist with directing guests where they can sit to receive healing as well as direct them to the next healer during the meditation part of the service. These individuals are also responsible for the collection plates during the

intermission. It is preferred that these individuals be camp members but may not be as long as they are observed by a member during this part of the service. Ushers also assist the greeters with end of services collection of hymnals and seating and aisle checks to ensure no obstructions or items are left behind by our guests. Any items left behind are to be brought directly to the Pastors. We are a 501.3.c we cannot force a donation based on our filing, however they are lovingly accepted. Even if it is a \$5 donation. Healers don't charge. This is our way to give back to the community.

**Live Stream Tech** – These individuals handle the live stream through YouTube and FaceBook during Lyceum and Sunday Services. A separate comprehensive training will be done with these board approved techs. This is a team of two (2) individuals.

**Organ Tech** - The playing of the music discs at the times of the hymnals during service.

## SEMINAR/WORKSHOP/LECTURE DOORS

- For those of you that are camp members &/or students. For those workshops that you plan on attending you may “work the door” and attend the workshop/lecture for free as your thank you for assisting the camp in this capacity.
- The expectations of an individual in this role will be explained further on the next slide

Should a volunteer be a member or consider membership in the future, it has its privileges. As a member, you may volunteer as a seminar/workshop/lecture door representative. If you are not yet a member, this is something to consider in the near future. We will highlight some of the activities involved with this opportunity in the next slide.

There is a process to becoming a member and this is covered separately in the monthly membership orientation held the last Sunday of the month after church services and is held in the Andrew Jackson Davis Educational Building, in the back of the Cassadaga Bookstore.

## WORKSHOP/LECTURE DOOR ROLE

- Ahead of workshop/lecture start:
  - Arrive 45 minutes ahead of event
  - Secure a some of the event flyers
  - Secure Square Terminal
  - Set up the sign-in sheet(s)
  - Print Pre-registered receipts
- Post workshop/lecture:
  - Complete the total on the accounting document
  - Complete the information on the lecture envelope
  - Secure second signature from camp member
  - Place all documents & payments in envelop
  - Secure envelop and place within safe on site.

A separate training and walk-through will be provided for those that will assist in this function.

## DRESS CODE

- As in many walks of life, how you dress and the colors you wear often reflects how you feel. We want everyone to be comfortable and happy but also represent the camp in an uplifting and positive way. In the next slide we will advise the expectation of how our volunteers dress when representing the camp in a specific role.

## DRESS CODE BY ROLES

- Gala Days – The expectation is to be dressed down. Jeans, sneakers\* and the camp “Event Staff” t-shirt.
- Greeters/Ushers/Live Stream Techs – The expectation for these individuals is business casual\*. Slacks, collared shirts/dresses or a dressy blouse are all appropriate. Shoes are appropriate, however it is understood that there are conditions of which sneakers\* are appropriate.
- Workshop/Lecture Doors – The expectation for this role is that the individual is casual or business casual.

Sneakers – These must be clean and without holes

Suits – Men/Women if you are more comfortable wearing your business attire, please feel free to do so. Men, you do not have to wear a tie particularly during the summer months.

Tights - If a woman prefers to wear stretch pants, sometimes called “tights”, these items must be a solid color (non-see through) without holes. The top worn over this item should be long enough that it is mid thigh. Modesty is the best policy.

Casual – This is dress down attire but must be clean and neat without holes.

## DECORUM

- At these events there is a specific decorum that is expected as you are the public facing camp representation.

Here at the camp, we are family. Like most families we have our highs and lows of which need not be shown in public. The expectation is that we follow the camps "Declaration of Principals" when in public on camp grounds. Gossip and aggressive behaviors in public are unacceptable. If you happen to observe this behavior amongst members, volunteers or to the public, this should be reported to the event leads and/or the BOT President. Discussion amongst volunteers and/or members is highly discouraged and we ask that you refrain from such discussions.

Remember principal number "6. We believe that the highest morality is contained in the Golden Rule: 'Whatsoever ye would that others should do unto you, do ye also unto them.'" You may not have the entire story and there may be more going on in the background than you realize.

If you find yourself in a situation that makes you uncomfortable or if someone is being aggressive towards you, please do not feel like you have to tolerate such behavior. You do not, you can walk away and reach out an event coordinator or the BOT President or Vice President.

Please note that if going to an event coordinator makes you uncomfortable, the next step is to reach out to the BOT President/Vice President. If you do not know who these individuals are, you can always call the camp office at (386)228-3171 or send an e-mail to the [office@Cassadaga.org](mailto:office@Cassadaga.org). They would be more than happy to help in



any situation you may find yourself in or observing.

## THANK YOU!!!

- There are benefits to being a camp volunteer. We will provide free training and classes and much more.
- As the years go by, there are more and more opportunities to volunteer here at the camp. We want you to know that you are very much appreciated for all that you do. We will have various special events for Volunteers only and would very much love to see you, know you and grow with you as you blossom within this community. THANK YOU!!!

We work hard but we have a great time doing it. You will meet people that are on their own journey's and will learn a great deal about yourself and your abilities. Mostly, we want you to have. Thank you for all that you do, every day and in every way because without your energy this would not be.