Contract Between
The Bethel Ministerial Association, Inc.
And
The Caretaker

This agreement is entered into between the **Caretaker** and the Board of Directors of the **Bethel Ministerial Association, Inc.,** 7055 South Manker Drive, Indianapolis, IN 46227, hereafter referred to as the "owners", for the oversight of their property located on 72 acres at 12244 Bethel Camp Road, Dale, IN., 47523 known as Bethel Church and Conference Center. The owners agree to provide the caretaker with a house, for him and his family to live in while functioning as caretaker, along with a garage, and the grounds at the entrance to the camp property. They further agree to provide all the necessary and approved major repairs to the house. An estimated fair market value of approximately $500.00 per month or $6,000.00 per year is allocated for the home as a housing allowance in exchange for services provided by the Caretaker. In addition, the owners will provide an additional $3000 allowance for utilities. This excludes cable or satellite television or phone services. In exchange for these provisions, the owners offer a job description as services that are expected to be provided by the Caretaker.

Camp Grounds

1. Maintain the **security** of all properties by controlling the entrance to the Camp grounds. The Caretaker should keep records of the names, city, state, church, and license plate number of all those who enter the grounds, other than during official B.M.A. activities.
2. Observe and **report any hazardous conditions, property damage** or potential dangers on the campgrounds that are evident through daily inspections of all the grounds and buildings.
3. Mow the grass as necessary to provide **a neat appearance**. The owners will provide the equipment and tools necessary to carry out this function. All areas and frequencies for mowing should be co-ordinated with Rev. James Wilson, 812-319-1381. Any trimming of trees should have the approval of the owners.

4. All **outside lighting** throughout the grounds should be checked each week and turned on when the grounds are in use.
5. The **seven (7) acre lake** is by far the most dangerous area and carries the highest liability for the owners. Within reason, the Caretaker should enforce the **"NO SWIMMING"** posted signs. Fishing and hunting are restricted to those individuals who receive permission from the **OWNERS ONLY**. The Caretaker should maintain a written log of any verbal warning they may issue and to whom it was given. Anyone who refuses to heed these warnings is to be reported immediately to Rev. James Wilson. The Caretaker must not attempt to enforce his warnings. The Caretaker is not asked to be a policeman. However, should the condition warrant, the Caretaker has the authority from the Owners to call the police and charge the apprehended with whatever infraction has occurred. If the Caretaker feels threatened or feels anyone poses a threat to the security of the property, the Caretaker should report that to the owners immediately. The Caretaker should **keep the Paddleboats out of the Water** except when approved.
6. When, in the Caretakers daily inspection of the grounds and property, it is obvious that **the road** has washed away from rains and that by ditching, grading, or any other means to prevent erosion, the Caretaker should prevent this as soon as possible.
7. The Caretaker should **provide the owners with all information**, suggestions, and recommendations regarding improvements and changes in the operation of the facilities. However, the Caretaker must be aware of the owner's discretion to make such changes without the counsel of the Caretaker.

The Structures on the Camp Grounds:

8. **The Caretaker** is responsible to maintain their **living quarters** in an acceptable manner as any homeowner would. They shall do minor repairs and be responsible for their own possessions. Any modifications to the house or grounds must have prior approval of the Owners. The Caretaker should

remove any disabled vehicles, rubbish or unsightly obstructions within a reasonable time. The multi bay garage across the road from the house is available for use by the Caretaker in the designated side (**Small side of the Garage)** for their vehicle, personal lawn and garden tools, and personal storage. **The larger side of the garage is for the storage of all equipment, tools, and recreational equipment that belongs to the Owner**. They shall be stored **inside** this part of the Garage except when in use by the Caretaker or Owners.

9. All the rules for leasing or renting a **home** in any other place apply to this agreement. No other occupants than the Caretaker's immediate family may live in this house. No one else shall store furniture, appliances or equipment on these grounds. The Owners are not responsible for the liability or loss of the Caretaker's property as a result of their own negligence or doing. The Caretaker is responsible to insure his own personal property and liability. No other business enterprise or use of the Owner's property is acceptable.
10. The **All Weather Conference Center** is to be inspected daily by the Caretaker and kept secure. In winter, the heat must be controlled and the propane tank gage observed to maintain this building. The plumbing lines, electrical outlets, any appliances, any open door or windows, and the condition of the furnishings of this building should be carefully monitored. Any potential problems should be addressed immediately by normal procedures as herein before mentioned.
11. The Superintendent of the Youth Camp, **Rev James Wilson (812-319-1381)** shall be responsible **for booking reservations** for the use of any campground facilities by outside groups, and will coordinate with the Caretaker who will supervise arrival, departure and use of campground facilities while campgrounds are in use. All rental fees, along with a certificate of insurance, shall be arranged with and paid to **B.M.A. Treasurer, Rev. Phillip Frye (574-835-6054)** prior to any group arriving. Upon arrival, the outside group leader shall report to the Caretaker. And before the group leaves, the group leader and the Caretaker shall walk the Grounds to attest to the cleanliness of the camp which was used during the rental period. The group using the facility is responsible to leave it clean and in order. Anyone who gives the caretaker any problems in any matter should be reported immediately to Rev. James Wilson or the Owners for prompt resolution.
12. The Caretaker is responsible to keep **the trash** cleaned from all containers and to provide required services for all areas of the campground when it is in use. Some member of the Caretaker's family should be on the grounds as often as possible and on call at all times, especially during the times it is being rented or used. The Caretaker is expected to provide these services especially when the Bethel Ministerial Association activities are in session on the Camp grounds.
13. The Caretaker should visit **the Dining Hall** building daily. All doors and windows should be kept secured. Plumbing lines, electrical outlets, appliances and other areas of potential problems should be observed. Any conditions that appear to be dangerous or in need of immediate attention should be reported to Rev. James Wilson (812-319-1381). Particular concerns should be given to animals nesting in the building and any resulting damage. At least once per month, except during periods of use, this building should be swept, tables and chairs cleaned, straightened, and repaired or otherwise attended to through regular maintenance. Heat shall be maintained in the kitchen throughout the winter heating season and the propane tank checked regularly by the Caretaker.
14. The Caretaker shall visit **the Dormitory buildings** on the South side of the road daily. All doors and windows should be shut and secured. They should be checked for damage from animals or humans and where problems are discovered, appropriate action taken.
15. **The Bathhouse** should be inspected for plumbing, electrical or structural damage daily. The Caretaker shall address any obvious problems immediately. Attention should be given for toilets that have been used or running water from faucets or other receptacles. Repairs to any of these buildings such as replacing broken windows, screens, doors, bedding and so forth should be addressed in the normal course of the Caretaker's duties. Any "out of pocket" expenses incurred by the Caretaker should be accumulated and forwarded to the B.M.A. Treasurer, Rev. Phillip Frye, for reimbursement. A Petty Cash fund of $200.00 shall be maintained with the Caretaker by the Owners, primarily through the Treasurer, Rev. Frye. The Owners must approve any expenditure over $200.00.

16. **The Tabernacle** and its contents should be observed daily for any conditions that appear to be dangerous or deteriorating. Care should be taken to maintain the appearance to this building. Any repairs, improvements, or additions to this building should be considered part of the Caretaker's responsibility.
17. In addition to these stated responsibilities, the Caretaker should do any **other related duties** that are obvious and/or assigned to him by the owners. The Caretaker should work directly with Rev. James Wilson about any problems, questions and both parties should resolve those decisions.

Approximately **900 hours per year** should be spent carrying out the assigned responsibilities listed herein. This equates to approximately $10.00 per hour, based on the value of the house and utilities being provided. In order to assess the time required for the Caretaker, a written log or journal of activities should be provided by the caretaker to the owner on a regular basis. This should list the time required to perform those duties by the caretaker. The Owners have the right to review this log or journal upon request.

The **Caretaker agrees** to perform faithfully, industriously and to the best of their ability, experience and talents, all the duties that may be assigned to him by the Owners. A progress evaluation meeting between the Caretaker and the Owners may be held by request of the Owners at the Senior Youth Camp. The purpose of the review will be to discuss the relationship and responsibilities of both parties. Day to day problems should be directed to Rev. James Wilson and he may call a special meeting of the Owners when he and the Caretaker feel it is necessary.

This agreement has been read by the undersigned persons and is binding on all parties involved. It represents the ONLY agreement between these two parties. It shall be considered in effect until amended or cancelled. Any changes to the understandings herein described shall be made in writing at least 30 days in advance and with the agreement of both parties. In any dispute where the Caretaker and Owners do not agree, the Owner's position shall prevail.

Either party may **terminate this agreement** by providing a notice in writing to the other party. Upon termination of this agreement, the Caretaker agrees to deliver all property, including tools, keys, records, data, logs, journals, and equipment provided by the Owners. The laws of the State of Indiana shall govern this agreement. This contract is for the current year in which it is signed but shall be automatically renewed on an annual basis between both parties by mutual agreement.

The Caretaker and his family shall demonstrate the **conduct and character** that reflects the principals of the Owner, The Bethel Ministerial Association, Inc., at all time while performing their assigned duties and responsibilities.

Signed this day _____of the Month of _____, in the Year of Our Lord _____.

Signed by Caretaker: _____

Signed by Chairman: _____

Signed by Representative: _____

A copy of this contract shall be given to the Caretaker and the Original shall be kept on file by the Bethel Ministerial Association, Inc.