

# **MAYFIELD CAMP MANUAL**



# CAMP SCHEDULE

## MONDAY

**11am-3pm** registration/canteen open

**2-3pm** Students @ Life-size games/ counselor orientation

**3:30pm-4:15pm** Camp Orientation and Counselor introduction

6pm Dinner

7pm Prayer

**7:30** Service

9:30-10pm Canteen / Free Time

10-10:45 Fun Time

12am LIGHTS OUT

## TUESDAY-THURSDAY

**7:30am** Rise and Shine

**8am** Breakfast

**9-9:45** Clean Cabins

**9:45am** Morning Bible

**10:45am** Special Electives

**11:30am** Announce Clean Cabin @ 11:20am Chapel

**12pm** Lunch Time

**1:15-2:15** Girls Rec Boys Swim

**2:15-2:45** Girls Waterslide.

**2:30-3:30** Boys Rec Girls Swim

**3:30-4:00pm** Boys Waterslide Canteen Open 1:15-4:00pm

4:00pm Showers & Free Time.

5:30pm Dinner

6:30pm Prayer

**7pm** Service

9:15-10pm Canteen / Free Time

10-10:45pm Fun Time

**11:15** Cabin Devotions

12pm LIGHTS OUT

## Friday

**8am** Breakfast

**8:30am** Pack Up / Clean

**9am-Cabin Awards**

**10am** Leave Camp

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## VISION

“To Model Christ in everything we do and to reach, win and disciple every Camper.”

## MISSION

We exist as a camp to create an atmosphere of spirituality, excitement and safety. In doing so, we hope to lead, guide, and direct young people to a life-long commitment of being true followers of Christ.

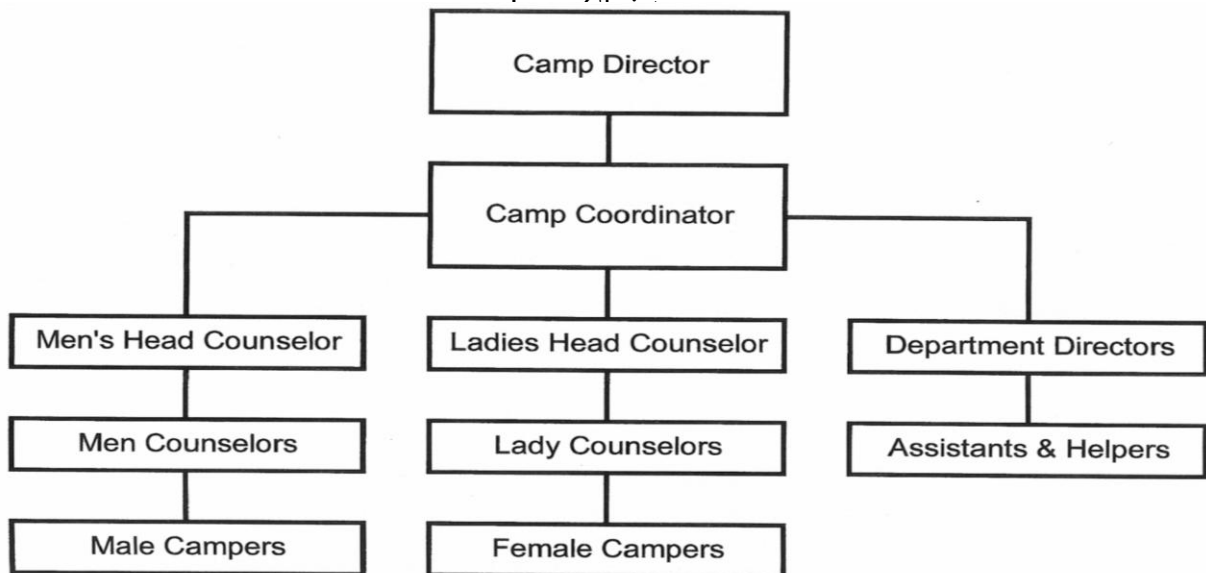
### *Focus On the Mission*

To create exciting activities that put a smile on each camper’s face.

To present ourselves as reflections of Jesus in everything we do and say.

To provide opportunities in worship for the campers to encounter God personally and to be filled with the Holy Ghost!

To encourage campers to discover their place in the body of Christ and become a disciple of the Lord



## CAMP PEOPLE, CAMP TERMS

*Counselor:* The person responsible for the order and safety of a particular group of campers. Normally a counselor has responsibility for one group of campers. Each counselor works under the direct supervision of the head counselor.

*Staff:* Any person working in camp that is not a counselor. Each staff member has a specific assigned responsibility such as a lifeguard, nurse, canteen worker, music director, recreational worker, etc. Working under the direct supervision of the Camp Coordinator, staff members are also given daily assignments to assist in various activities as needed.

*Recreation Coordinator:* The person who organizes and directs the recreational activities scheduled at camp. He also assists the camp coordinator in organizing the team to ensure that all activities are effective and properly supervised.

*Head Counselor:* The head counselor is responsible for the needs of the counselors and works closely with them in seeing that campers follow the camp schedule and guidelines.

*Camp Coordinator:* Provide general coordination and assistance for the function of the camp you have been assigned to. Work with the Camp Director/Youth Director in phases of camp function for a smooth operation.

*Chain of Command:* Every worker is accountable to someone at camp. When needs or problems arise, the person involved is to contact their immediate supervisor. Using the chain of command avoids confusion and expedites the solution.

## **CAMP COUNSELOR EXPECTATIONS**

- Model that having a relationship with Christ is “Awesome”
- Focus on the camper's needs, they are first priority.
- Help campers to find and understand their identity “in Christ”
- The ultimate goal of our faith on earth is to have a direct impact/ penetration into the world for Christ.
- Participate in church, sing, worship, prayer.
- Help campers enlarge their circle of friends.
- Give unsaved kids opportunities to receive Christ and begin the journey to live for Christ.
- Pray daily for campers
- Pray daily for co-workers
- Talk positive about camp
- Discipline with compassion
- Demonstrate a good camp spirit
- Smile
- Remember camp is for the kids

*EMBRACE OUR CORE VALUES*

The core values for camp workers are: family, caring and enthusiasm. We ask that you make these three builder blocks a matter of study, prayer and practice.

### *SUPPORT THE TEAM*

Workers are family, God's family.... Working together toward the camp mission. On this team every member is valued and appreciated. If something goes wrong we find a solution within the team. Regardless of inconvenience or frustrations we never speak negatively about others, activities, or camp policy in the presence of a camper. (Eph. 4:29-32: 1 Cor 3:9)

### *SHOW CAMPERS YOU CARE*

Many youth never hear a kind word or receive affirmation. Unless we work at it, some campers will leave us without experiencing the love that flows from God's family. We must not allow this to happen. Learn the names of as many campers as possible. Seek out the least popular campers with the purpose of making them feel special. Matthew 25:40. By showing our care for them we will plant a smile in their heart that will show on their face.

### *ENTHUSIASM*

The word "Enthusiasm" comes from a Greek word which literally means "full of God"! Every volunteer should come to camp prayed up, full of God's love, which is poured into us by the Holy Spirit. (Romans 5:5) Enthusiasm is an important key to a successful camp. When an activity isn't catching on with a camper they will enjoy camp much more when volunteers have enthusiasm.

### *CAMP IS FOR THE CAMPERS*

Many times camp workers forget they are at camp to bless the campers. All recreation events, activities, and services are planned for the campers. Must stay focused on the campers throughout the entire week. The role of the volunteer is to encourage, affirm, and inspire the camper. The camper is our focus!! While our objectives are clear they must be aligned with the teachings of Christ.

### *TEAM MEMBER CONDUCT*

- We have a curfew time for male and female staff to be in their living quarters. Under No circumstances are men and women to enter one another's living quarters without the supervision of the Camp Administrative staff. No pranks of any kind!
- Do not be in a secluded place with a camper. If they need to talk, tell them you will be glad to talk to them and suggest walking over to another place (a place in plain view of others). This can be done without explaining why, and the worker can reassure the camper that no one will be able to overhear your conversation.
- As much as possible keep your hands off campers. However, a short hug or reassuring tap on the shoulder in plain view can be meaningful. Horse playing with the same sex or opposite sex (especially with teenagers) should be kept to a minimums some children misunderstand.
- It is best for a worker of the same sex to counsel with a camper. (i.e. If a girl asks to talk with a male counselor, suggest that she talk with a woman about her concerns as the bible teaches: the older women are to teach the younger women.) When counseling a camper, have another volunteer present to hear the conversation.

- When praying with a camper of the opposite sex do not hold their hands for a long period of time, as girls especially consider this a very intimate thing.
- Be careful about verbally or physically teasing campers of the same sex or opposite sex, and especially teasing one particular camper.
- If a camper behaves as if he or she is getting too attached to you, talk to the Head Coach as soon as possible and take steps to divert some of this camper's time away from you if possible. By letting the Head Coach know, and attempting to take some types of steps to remedy the situation, the worker can show that he/she and the Camp Leaders were attempting to help alleviate the concern in case an accusation is made.
- Camp workers should never discuss their grievances or interpersonal problems with a camper. The counselor should talk to the proper person if there is a grievance. To talk to a camper can begin to build too intimate of a relationship in the eyes of the child and sometimes the coach. Also, it does not teach the child biblical guidelines of dealing with a problem. It is good at times to share honestly with a camper but be careful not to take this too far. Remember, the camper is not there for the coach to confide in, or use to talk out their problems. There will be many staff people available for adults of the same sex to talk. (i.e. If a women wants to talk with a men he might suggest that she talk to a women, and help her find someone to talk with)
- If a camper needs to be taken off the campground alone for any reason, a staff member of the same sex must take them, or at least ride along with them and it must be approved by the camp director.

#### *PROTECT YOUR REPUTATION AND THE CAMP'S*

Camp Volunteers must do everything they can to protect the testimony of Christ, the camp and themselves. Therefore, a volunteer must avoid even the appearance of evil. When it comes to relationships with the campers, we all must be above reproach. A flirtatious spirit can lead to false accusations. The same is true in dealing with the volunteers. Make sure there is no occasion that could give anyone an idea of impropriety in your conduct. Campers sometimes have a tendency to fantasize and exaggerate. It is important that we always reflect the excellent character of God in all relationships.

## **CAMP COUNSELORS RESPONSIBILITIES**

### *REGISTRATION*

- Register on arrival as soon as possible
- You will receive a packet containing
  - Cabin assignment
  - Camper list
  - Program, manuals, etc.



### *CABIN*

- Inspect your cabin for:
- Adequate # of beds
- Lights or anything broken
- Cleaning supplies (broom, dust pan etc.)

### *CAMPERS*

- Assist each camper to get settled in your cabin
- As soon as possible, interview each camper in your cabin to become acquainted with and to know the camper as much as possible.3) Orient each camper with all the campground facilities, locations, boundaries, camp schedules, programs and rules.
- In your personal time with each camper try to build a bridge to minister to their needs, observe their personal growth and change, with the idea to give a report to their local church.
- Take time to pray with each camper during the week to help each camper to find their breakthrough, and new growth.
- Guard your conduct with a camper very carefully. Watch what you say to a camper---including joking around. Try not to be alone with a camper for any length of time.

### *PERSONAL*

- Come to camp prepared for God to speak to you, change you, challenge you, and give you new insight, a new passion for God and youth for this end-time outpouring of the Holy Spirit.
- Sit with (younger campers) near (older campers) your group in service and pray with them at the altar.
- Conduct a brief evening devotion with your campers before lights out. What to do when the campers arrive:
  - Be waiting for them! With smiles!
  - Have your name tag on!
  - Speak clearly and welcome them!
  - Learn their names as soon as possible!
  - Introduce them to other campers!
  - Help them unload and find their bunk!
  - Encourage them to look around!

### *CHAIN OF COMMAND*

- Directly responsible to Head Counselor
- Indirectly responsible to Camp Coordinator and Camp Director Responsibilities

### *GENERAL*

- Care for the needs of your campers, from the time a camper registers with you.
- Cooperate with other staff members
- Strive to meet the individual needs of campers.
- Be loyal to the Camp Director and work toward the success of the total camp program.

- Familiarize yourself with the camp rules and abide by them as well as seeing that your campers abide by the rules.
- Be able to account for your group at all times. Report any missing campers to the Head Counselor immediately.
- Work cooperatively with the Camp Director, Camp Coordinator, and Head Counselor. Do not complain of leadership, rules, food, etc. to the campers or in their presence.
- You must remain for the entire camp. You should not leave camp until all of your campers have been checked out and the room has been checked by the Head Coach. Please turn in your notebook (containing all forms which have been properly filled out as requested) to the Head Counselor.
- Review camp rules with your group.
- Report all cases of willful disobedience and breaking of camp rules to the Head Counselor
- Bring all severe infractions to the attention of the Head Counselor.
- If you observe any camper not conducting himself properly you are responsible to call this to the attention of the camper and, if necessary, the head counselor.
- Perform tasks other than these assigned, if asked.
- Hand in your perfected list to the Head counselor by supper time on the 1st day of camp.
- Keep record of campers' spiritual experiences on spiritual results.

#### *PROCEDURE*

- Report any symptoms of illness to the camp nurse.
- All medication will be administered by the camp nurse.
- All special medications brought to camp by campers must be turned into the camp nurse upon arrival.
- You will be responsible for checking out each of your campers on the last day of camp.
- On the provided form, record the time of departure and the name of the person with whom each camper leaves.

#### *DO NOT BRING*

No firearms, fireworks, knives, prank items, orbi guns, smoke bombs, stink bombs, or other dangerous objects are permitted by councilors or students.

#### *PERSONAL CONDUCT*

- Counselor shall be responsible for campers and conduct.
- Positively no profane language, no smoking, drinking, or use of unauthorized drugs will be permitted.
- All volunteers shall be an example in personal conduct and hygiene.
- The goal of our camp is to establish sound health habits, cleanliness, adequate rest, proper diet, wholesome exercise, and to develop a good attitude toward the body as being God's temple.

#### *CAMP DRESS CODE*

- Youth camp calls on team players to put their personal preferences for the overall good of this unique ministry. Campers come from a wide range of backgrounds with various ideas concerning modesty.

### *CHRISTIAN DRESS AND LIFESTYLE*

- Shoes and shirts must be worn at all times during meals and activities.
- We ask that workers be extremely modest when selecting their camp clothing and accessories, and set the appropriate example for all campers to follow...Be an example!
- Our camp leadership reserves the right to speak to any worker in regard to dress that they feel is inappropriate. Thank you for your understanding and cooperation.
- Play clothes are recommended for recreation.
- Modest length shorts are permitted.
- Nice casual clothes are recommended for worship services
- No miniskirts, tank tops, blouses or shirts that don't cover the mid-section, or back.
- No exercise shorts are to be worn. Halter tops or camisole tanks are not allowed. No mesh shirts, or extremely tight clothing. If you have a problem addressing a situation, find the Head Counselor, so that it may be done without embarrassing the camper. Everyone will be expected to adhere to a Christian standard of decency in their attire at camp. Campers who got to the extreme in dress and draw attention to themselves will be asked to change their clothes.

### *LIGHTS OUT POLICY*

- The latest Lights out time for all campers is generally at 12:00am. All Staff should make sure they are in bed no later than one and one-half after light out.
- Lights out time for the camps is moved up earlier with each age group. Consult your camp schedule.
- Lights out means that every person should be in the cabin, in the bed, and prepared to go to sleep.

### *USE OF VEHICLES DURING CAMP*

- All private vehicles are to be parked in the designated areas during camp.
- Staff and campers are not allowed to drive personal vehicles during normal camp activities. The camp director must approve any exception.
- All campers with cars are to give their keys to their counselor on the first day of camp. They will be returned on the last day of camp.

### *CLEAN UP POLICY*

- All campers and staff members are expected to cooperate in keeping their individual rooms neat and clean at all times, and to cooperate when asked to work in cleaning the restrooms and general grounds area of the cabins.
- Trash cans are provided throughout the grounds for trash. All staff and campers are expected to utilize these and not to litter the grounds.
- Athletic personnel shall be responsible for cleanup of their respective areas following each activity period.
- Volunteers in assigned areas (such as the concession stand, camp store, etc.) shall be responsible for the cleanliness of those areas.

- At the close of the final activities in each respective area on the last day of camp, all campers will participate in a thorough policing of the camp area.
- There will be daily inspection of the cabins each morning at the time designated by the head counselors. All clean cabins will receive points toward the extreme cabin competition and all dirty cabins will have points deducted.
- Rooms are to be thoroughly cleaned on the last day of camp and inspected by the head counselor before campers are permitted to leave this site.
- On the last day of camp it is expected for every staff member and volunteer to remain at camp until your respective area of labor has passed inspection by their immediate superior.

### *CAFETERIA*

- There is to be no running or roughhouse of any kind inside the cafeteria.
- Breaking line shall not be permitted. Sometimes staff members are allowed to go ahead of the line because of responsibilities that need to be fulfilled.
- Second portions of food shall be offered after first servings are completed for the entire camp population.
- Food, dishes and utensils must not be taken from the cafeteria unless approved by the camp coordinator.
- Since extra meals are very limited, we cannot invite friends to eat in the cafeteria. The Camp coordinator and cafeteria manager must be contacted before exceptions are granted.

### *THE CANTEEN*

- Only authorized personnel shall be permitted inside the canteen.
- The general schedule for the opening of the canteen will be open morning break, open during the afternoon activities, and at canteen time after the service at night.
- The opening and closing of the canteen shall conform to the camp schedule. It will not open until at least one hour after the beginning of mealtime and will close at least thirty minutes before mealtime.
- In younger camps where canteen cards are used, campers must line up. The counselor will secure the cards from the canteen personnel and pass them out to their campers.

### *MEDICATION/ILL OR INJURED CAMPER*

- Take the ill or injured camper to the nurse.
- All campers' medication shall be administered by the camp nurse only.
- Upon arrival, the camper will give all medication(s) to the camp nurse at registration time. The nurse will work out a schedule and give it to the coach.
- Campers who have inhalers for asthma will keep them with them.
- Remain calm if a camper is injured. Stay with the injured camper and send someone else to call the camp nurse.
- Do not play Doctor. Let the nurse diagnose the problem.
- Never move a camper if you suspect a broken bone, back, neck injury.
- Do not call the ambulance until the nurse has first been contacted. If the nurse is unavailable, let the program staff (head counselor, director, camp staff) call for an ambulance.
- Protect the scene of the accident. Make sure nobody else is in danger.
- Never ignore an injury or a complaint of pain.

### *OFF-LIMIT AREAS*

- Only authorized personnel are permitted in the canteen, nurse's station, and cooking area of the cafeteria.

### *SENDING A CAMPER HOME*

- Every effort will be made to make camp enjoyable and to retain each camper for the entire duration of the camp.
- In the event a camper is to leave camp (due to disciplinary action, homesickness, emergency, etc.) he will only be permitted to leave with the parent or legal guardian or someone specifically designated in writing by the legal parent. Such leave must be first authorized by the State Youth Director.
- The camp Nurse, Head Counselor, Camp Coordinator or Youth Director must be present if it becomes necessary for a camper to call home. Campers need close supervision because they sometimes exaggerate circumstances and camp treatment when they are homesick.

### *CAMP VISITORS*

- All "pre-registered camp only" visitors must have prior approval by the Camp Director.
- Visitors are welcome to attend the worship services in the evening. They must leave the grounds when the campers go to their cabins.
- Camp visitors must register at the Camp Office where they will receive a special identification badge to be worn during their time at camp.
- When people bring campers to camp or come pick them up, they should realize that we only prepare meals for those registered at camp, we only have very few excess meals, and sometimes none at all. If they desire to purchase a meal, they must first check with the camp director who will inform them whether or not meals are available.

### *CABINS*

- You are responsible for the campers in the cabin. The cleanliness of the cabin is also under your supervision. If a camper leaves the cabin at night without your permission, notify a head counselor.
- The "light out" policy is in place for the best interest of the entire camp.

### *SWIMMING*

- All campers and workers must be fully dressed according to the camp dress code when going to and from the Lake. Shoes or sandals must be worn to protect feet from pieces of glass or other sharp objects.
- Boys are not to be in the waterfront area during the girls swim time, nor are the girls to be in the waterfront area during the boys swim time.
- Campers are never permitted to enter the waterfront area unless the lifeguards are present and in their proper position.
- Counselors for their group must remain at the swimming area in order to help the lifeguards oversee.

### *BATHHOUSE*

- See that campers are conducting personal hygiene (shower, change clothes, deodorant, etc.)
- Bathhouse protocol should allow for as much privacy as possible. No teasing should take place in the bathroom area.
- Campers should not pull back shower curtains or bathroom doors. No looking over the top of petitions should be tolerated. No flipping others with towels. The bathroom is not a place to play.

### *BED WETTING*

- Ideas to help those with a problem:
- Make sure each camper goes to the bathroom before bed.
- Limit drinks after dinner.
- Don't make fun of campers with this problem.
- If you discover a problem, notify the head counselor. They will remove the sleeping bag and have it laundered.
- If you are ambitious, try waking the camper up - about 10 minutes after they have fallen asleep for one last trip to the bathroom.
- Do your best to respect the camper by keeping the matter from being known by other campers

### *STAFF "CRUSHES"*

- It is likely that you may have qualities that a camper will find attractive. There is a danger associated with this "power" that you have. Remember that the goal of camp is to glorify and exalt Jesus Christ, it is up to you to redirect the camper away from you and towards the Lord. Please do not allow your nature to embellish the moment, but remember that you have a responsibility to look out for the camper's best interest. Be ready to recognize affection from campers, and follow the guidelines below in regards to camper crushes.
  - Don't encourage them
  - Don't display amusement (flirting, flattery, sexual comments, etc.)
  - Help them shift their focus.
  - If the crush is on you, be appreciative of their friendship, but defend anything beyond this point.
  - If the "crusher" is aggressive, notify the head counselor to help out with the situation.
  - Do not belittle their attention toward the one they have a "crush on".

### *DISCIPLINE*

Contrary to popular opinion, discipline is a positive function. The act of disciplining implies that there is a standard of conduct that is expected. When that standard is not met. Then discipline serves to steer the person towards obedience. In the camping ministry, one person's behavior can influence every camper. Discipline is needed in the best interest of the entire camp.

- Don't be afraid to confront and discipline campers when they violate camp rules.
- The spirit of the discipline, however, should have within it the hope of restoration, not retaliation.
- Remember, discipline is positive; punishment is negative.

- We need to show the campers that God is not a God of confusion, but order. Discipline is a Godly characteristic.
- In the event of minor violations of camp rules, it is the responsibility of counselors and head counselors to dispose of those violations with love and prayer. Disciplinary action might include such methods as removal of privileges, minor work details (sweeping floors, picking trash up, etc.) but in no case will it include physical punishment, deprivation of food or sleep-only effective punishment.
- Stay in control- if you start to “lose it,” take a time out.
- If a camper is defying you, or disturbing others, handle the situation immediately! First call the camper by name. This helps him understand that you are talking specifically to him/her and not making a general statement. If he/her persists in unacceptable behavior, use reality discipline....
- All major disciplinary action is the responsibility of the State Youth Director in conjunction with the camp board of directors.
- Any breach of proper conduct or disregard Youth Camp Rules Regulations will be subject to disciplinary action-even to the extent of being dismissed from the camp. Any major disciplinary actions will also result in disqualification for any camp honors.-Campers should not be taken off grounds without the Camp Director’s knowledge and approval and a staff member of the same sex selected to ride along.
- Behavior between counselors and campers inside the room area is also very important. It may not be wise to allow campers to lie on your bed or vice versa. Horseplay can be dangerous, in more ways than one, use extreme caution.

#### *ALTAR SERVICE*

- Our purpose in the altar is to assist the seeker to reach an honest and fulfilling relationship with the Lord. To receive help, strength & faith in a full measure.

#### *STAFF MEETING*

- A staff meeting will be held daily. The time will be announced at the Pre-Camp Training session.
- Special staff meetings will be called as needed.
- It is mandatory for all staff members to attend the daily staff meetings except those involved in the oversight of campers at that specific time. It is the responsibility of personnel to make sure campers are in their designated area before attending the meeting.
- The purpose of the staff meetings shall be to discuss and resolve any problem relating to the camp, such as scheduling, discipline, spiritual problems etc. and inform the staff of the various activities of the day. A time will also be given for prayer and meditation.
- Any discussion of grievances or problems shall be considered confidential and confined to the discussion in the staff meetings. They are especially not to be discussed with the campers.

### **ONE-ON-ONE COUNSELING TIPS**

Much of your free time will be spent one –on -one with your campers. The one in charge is to be Jesus Christ. You don’t need to know everything. It is not bad to say, I don’t know. Never advise where you are unsure but contact the head counselor if you have any questions. In all cases, go to God’s word

as our main source of information and advice. In the “gray areas” of Scripture be honest and give advice as your opinion only.

A few tips on one-on-one counseling:

- Pray! Depend on the Holy Spirit.
- Individual session/ problem with camper- keep it private.
- Never be shocked. Appearances are seldom as they seem.
- Keep their confidence (see exceptions below)
- Listen- force yourself to concentrate on them.
- Emphasize God’s ability to solve problems, not yours.
- Help them to make their own decisions/ own conclusions.
- Ask open-ended questions and let them answer.
- Men counsel boys; women counsel girls. It is best for a worker of the same sex to counsel with a camper. (If a girl asks to talk with a male counselor, suggest that she talk with a women counselor about her concerns as the Bible teaches, the older women are to teach the younger women, and then do not leave until you found someone to talk with the girl)

These must be reported to the camp or program director as quickly as possible so we can get the camper the help that is needed:

- Abuse: Sexual or Physical
- Suicide talk/attempts (past or present)
- Harm to others

## **SHARING THE MESSAGE OF SALVATION**

|                |                                                                                                                                                          |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 Timothy 1:9 | God has a very special plan for you!                                                                                                                     |
| Romans 3:23    | For all have sinned and fall short of the glory of God.                                                                                                  |
| Romans 6:23    | The wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord. (Separation from God)                                           |
| Romans 5:8     | Jesus Christ is the Son of God, who saved us by dying in our place. He paid the penalty for our sin. He conquered sin when God raised Him from the dead. |
| John 1:12      | One must receive Him and repent from their sins (turn away from sin and walk back towards God).                                                          |
| Mark 8:34-36   | Jesus becomes our Savior and Lord when we honestly desire to follow him.                                                                                 |
| John 3:16      | God did all this because He loves you and desires a relationship with you.                                                                               |

Do you desire to follow Jesus? Do you want to have a relationship with Him?

- Prayer:
  - Ask for forgiveness of sins.
  - Receive Jesus as Lord and Savior
  - Ask the Holy Spirit to guide through life.
  - Pledge to follow God and His will daily.



Remember it is not a prayer that saves them; God must do the work through The Holy Spirit in their heart. It is not a matter of us convincing a camper that they must pray a particular prayer or talk them into getting saved. Our responsibility is to share with them the truth of God's Word and be available to assist them in their response to God's call.

## HELPFUL VERSES

|                 |                        |                     |                          |
|-----------------|------------------------|---------------------|--------------------------|
| John 5:24       | Assurance of Salvation | 2 Cor. 5:17         | You are a new creation   |
| 1 John 1:9      | Guilt/forgiveness      | Isaiah 40:29-31     | Encouraging verse        |
| Eccl. 12:8, 13  | Lack of meaning        | 1 Corinthians 10:13 | No Temptation            |
| John 11:25-27   | Fear of death          | 1 Timothy 4:12      | Example of Believers     |
| John 10:10      | Desire for max living  | Isaiah 41:10        | Fear                     |
| Eph. 4:17, 5:21 | No basis for values    | Jeremiah 29:11      | Trust                    |
| Romans 3:22b-24 | Separation from God    | Luke 16:19-31       | What hell is like        |
| 1 John 2:1      | Frustration with sin   | Eph. 2:8-10         | Good works               |
|                 |                        | Eph. 4:17-24        | The old life and the new |

## SAFETY PROCEDURES

### SEXUAL ABUSE PREVENTION & POLICY

#### *WHAT IS SEXUAL ABUSE?*

- Non-accidental physical or mental injury; sexual molestation, sexual exploitation; disseminating, exhibiting, or displaying pornographic material.
- Unwelcome sexual advances. Examples of unwelcome sexual advances are; insulting or degrading sexual remarks or conduct, statements about a person's body figure, jokes or remarks about body parts, comparing body figures of children or leaders, etc.

#### *HOW TO SPOT ABUSE*

- Make a report when you **see** a child with the following:
  - Injuries such as bruises, welts, cuts, bite marks or broken bones with no appropriate explanation.
  - Burns or bruises that look like the object with which they may have been inflicted.
  - Clothing too warm for the season which may hide injuries to arms or legs.
  - A pattern of repeated injuries.
  - A disclosure that he or she was hurt by an adult.
- Make a report when a child has **told** you the following:
  - They have been touched in a private place.
  - About having to play "games" the child doesn't like.

- They have to keep something a secret.
  - That someone will be hurt if they tell the secret.
- Make a report when you **observe** a child:
  - Is young and is left alone.
  - Lives in a house where health and safety hazards are present.
  - Has no home or emergency shelter.
  - Has nothing to eat and the child appears underweight and hungry.
- Idaho code Sec. 16-1619.
  - Failure to report may mean that a child is hurt. In Idaho, it is a misdemeanor if you fail to report child abuse, neglect, or abandonment.
- Washington Code RCW 26.44.40
- Oregon Code 419B.010

### *HOW TO REPORT ABUSE*

The following steps are to be taken when reporting abuse:

- If a child informs you that they have been inappropriately touched, spoken to or abused in any way, talk to the children involved, and jot down the information on an incident report form.
- After filling out the form, transfer the form to the next camp leader above you according to the Church Camp protocol.
- After reporting the incident, remember to keep the information confidential. Respect the child by not continuing to spread rumors with others. Instead, pray for the child and those involved.

### *HOW CAN WE PREVENT ABUSE?*

- Staff to child ratio:
  - We should try our best to have a ratio of 1 staff per 12 children.
  - It is important for children to never be alone.
  - Many problems can be avoided when there is an adult.
- Bathrooms and Cabins:
  - All leaders must try their best to never leave children alone in a room.
  - Have children go with leaders and or a large group to cabins and bathrooms.
  - Train your children to always ask you for permission to go to their cabins or to the bathrooms.
  - Ensure that single toilet bathrooms are being used by one child only.
  - Children are to never share beds with staff or their friends.
  - Remind the children to give each other their space and to refrain from crossing close personal space boundaries.
  - Relay Cabin rules to your children on the first day of camp and repeat the rules often.
- Games and activities:
  - Game time should be monitored well for the safety and enjoyment of the children.
  - Ensure that all rules are mentioned to children beforehand.
  - Let them know that inappropriate and rough play is not tolerated. This includes punching, biting, kicking, wrestling, long hugs, grabbing, kissing and even tickling.
  - Any lingering physical contact is not appropriate among leaders and or children.

- To avoid inappropriate behavior, children must be reminded over and over to, “Please keep your hands to yourself”
- Camp Leader’s physical interaction with children:
  - Children can be very affectionate and expressive at times. They need to know that they are loved and cared for, but these expressions have limitations.
    - **Appropriate contact:**
      - Short side hugs, handshakes, high fives, assisting a handicap child when necessary, and laying hands on shoulders for prayer. These are appropriate and positive interactions.
    - **Inappropriate Contact:**
      - Never rub lotion or sunblock on children. Spray sunblock is best to use to avoid physical contact.
      - Do not assist children with dressing or undressing.
      - Never allow children to sit on your lap.
      - Children should not be carried, unless the child is disabled and needs assistance.
      - Supervising leaders shouldn’t be alone with a child in a room.
      - Always have several children with you or another staff member.
      - Never leave yourself open for blame.
      - No pushing or shoving is allowed.
      - Rough housing with a child is also inappropriate. Examples of this would be tackling, head locks, tickling, etc.
      - REPORT IF YOU NOTICE STAFF BEING INAPPROPRIATE RIGHT AWAY.

### ***CHILDREN WHO NEED COUNSEL:***

As a Camp Leader, children will need your spiritual support and council. Some children may open up to you about their personal lives. It is best to assist them by using the following guidelines.

- **Location:** Have your conversation out in the open where you can easily be seen.
- **Necessity:** If the conversation does not involve confidential matters, but is generally "small talk", it is not necessary to be alone in a private location.
- **Relationship:** Be sure you have a good, healthy relationship with the other person.
- **Frequency:** Frequent private conversations can create difficulties in a child's healthy development or lead to dangerous relationship dynamics
- **Ability of the Caregiver:** If the child’s spiritual or emotional needs are significant, the Camp Leader should refer him or her to a pastor or to a professional counselor. Don't overestimate your own counseling abilities.
- **Reliability:** Consider the emotional stability and maturity of the child. If lacking, private meetings with that person may be dangerous because such individuals may create the highest risk of false accusations.
- **Testimony:** Our testimony is powerful. Make sure you use wise and cautious wording when telling a child your testimony. Only tell your testimony if the Spirit leads you to. Refrain from using detailed and unhelpful stories of your past life before salvation.

### *DRESS CODE*

By abiding by the dress code regulations, temptations can be avoided as well as accusations.

### *PHONE CONTACT*

Leaders will grow a natural relationship with the children at camp; however, there are social boundaries that must be followed to protect staff and children.

- Do not give children your phone number to call or text. You may be innocent in your action, but a parent may not agree.
- For ministry purposes, contact the parents of the child to appropriately relay ministry information, or inform your pastor so that he/she can relay the information to the child.
- Frequent personal chatter conversations over the phone are not appropriate.

### *PICTURES*

- Be careful when taking pictures of youth and your intentions with each photograph.
- Be wise and try to post pictures through your Church websites instead of personal pages.
- We want to be blameless and try to allow the parents who do not attend the Church feel safe in bringing their children to our camp.

### *MEDIA*

In these technological days, Facebook, Twitter, and other forms of messaging and sharing are popular. It is highly advised to avoid adding children to your personal messaging systems. Some children come to Church without their parents, so the Church adults are complete strangers in the parents' minds. It may be innocent, but it is safe to avoid adding children. Most Churches now have group pages which are a much safer area for adding children.

## **APPENDIX**

### **QUALIFICATIONS FOR YOUTH CAMP PERSONNEL**

- All teen camp personnel must be at least 21 years of age, and meet screening
- requirements including but not limited to:

- A criminal background check
- An application form signed by their pastor
- A pastoral endorsement form
- By agreeing to serve in the Church of God Youth Camp, it is expected that all personnel will conduct themselves in a manner that exemplifies Christian character and that all youth camp guidelines will be obeyed.
- Each personnel shall also be willing to adhere to all general guidelines, policies and procedures included in this manual.

## **JOB DESCRIPTIONS**

### *STATE YOUTH AND DISCIPLESHIP DIRECTOR/ CAMP DIRECTOR*

- Shall coordinate and oversee the entire camp program with assistance of the Youth Board.
- Shall oversee the training of all staff during the pre-camp orientation.
- Shall define and keep the purpose and objective of camp before all staff, volunteers and campers.
- Shall oversee and supervise all camp activities (with the assistance of the Administrative team.)
- Work with the registrar for a smooth registration and placement of all staff.  
Work with the registrar for a smooth registration and placement of all staff.
- Shall decide and grant permission for any person to leave the camp grounds.
- Sign someone to assist the camp nurse in the care of students and transportation to the hospital.
- Its is the duty of the Board to work with the State Director and the Camp Coordinator in ensuring that the Youth Camp runs smoothly in all its many facets. Obviously, each member of the Board shall also duty fulfill responsibilities regarding their particular camp assignment.
- All camp staff, including Director and Board members shall attend assemblies and worship service unless an emergency or assignment makes it necessary to be elsewhere.

### *CAMP COORDINATOR*

- Arrive at camp before registration to become familiar with the facilities and to help set up for registration.
- Work with the Youth Director in phases of camp function for a smooth operation.
- Work with all staff to maintain a positive atmosphere and spiritual emphasis where it is appropriate. Let your passion for youth and ministry be demonstrated in your leadership.
- Understand the camp goals and objectives as set forth by the Camp Director.
- Be an example of maturity, spirituality, leadership and cooperation that will inspire and motivate the camp for success.
- Be a problem solver that will create a sense of harmony in the staff.
- Understand your role and function in the chain of command.
- Provide general coordination and assistance for the function of the camp you have been assigned to (especially in the camp schedule).
- Work with the registrar for a smooth registration.
- Be at the orientation session to assist and answer questions.
- Be at all meal times, classes, services to coordinate and give assistance.
- Help the Youth Director conduct the assembly for announcements, cabin scores, problem solving, etc.

- Work with all staff to coordinate equipment, radios, supplies etc.
- Work with the maintenance Director for trash disposal. Table setup, cleaning supplies etc.
- Be very familiar with the camp theme and able to assist other staff in the training and implementation.
- Work with the Youth Director in phases of the camp operation.
- Be at the Eve Service in the front to assist and model the worship and altar service
- Assist the Lead counselors in the lights out and security rounds.
- Coordinate the final day for packing up, clean up and departure. Shall post schedules neatly in all key locations – cafeteria, tabernacle, concession, pool area, dorm areas etc. before the opening of camp.
- Directing traffic, greeting people, and giving instructions will be very important.
- Shall attend/assist in personal meetings, coordinating meeting at the request of the Youth Director

#### *HEAD COUNSELOR\**

- Responsible for supervising counselors and assisting them with the care of all campers.
- Know the responsibilities of counselors, according to their job description, and see that they follow through in each area.
- Even though counselors are not children and resent being treated as such, the Head Counselor must consistently work to keep them on schedule.
- Remind Counselors of the dress code; see that it is followed to the letter (in love). If one camper is allowed to circumvent the code then other campers will feel that we have not been fair, and the camp can quickly fall into a negative atmosphere.
- The Head Counselor is responsible to keep all workers inside their respective cabins at night. All staff members go inside at the same time as the campers.
- Handle all requests for supplies or repairs through the Camp Coordinator. Make sure that you have access to a plunger and be prepared to handle all routine situations you possibly can without calling for the caretaker's assistance.
- Assist Counselor's when they are having continual problems with a camper or a camper that has violated camp policy.
- The Head Counselor should try and take as much of the "bad cop" role as possible so that the Counselor can still maintain a measure of good relationship with the camper.
- Orientation Checklist:
  - Make it a point to get acquainted with each Counselor and show interest in them. Learn their name!
  - Notify the Camp Director or Camp Coordinator if a Counselor has not arrived by noon.
  - Check each room and bath house. Do the lights and fans work? Are paper supplies present? Is there a trash can and broom for each group?
- Opening Day Checklist:
  - Make a good first impression on every camper and parent. Stay in the dorm area as the official greeter! Do not permit boys in the girl's area and vice versa. (Especially teen camp)

- If a camper is not happy with their room assignment, kindly insist that they stay with it, but assure them that we will try to make them happy. Do not move any camper until supper, and if possible, not at all.
- Check the schedule carefully and make sure counselors are on time ... This will help get the camp off to a good start.
- Ask each counselor to give you their cabin's name ... use their cabin name for all group roll calls and announcements.
- At supper, collect the "perfected list" of campers from each counselor. Make sure camper's names are spelled correctly and listed accurately ... it must be correct due to liability and insurance purposes.
- Daily Checklist:
  - Check to be sure all groups are awake in the mornings.
  - Keep the camp schedule with you at all times. Think ahead to make sure counselors are on time. You are responsible for counselors who are late.
  - Visit each dorm and room at least once a day to check for general neatness. Give a daily rating from 10 points being the highest to 0 points being the lowest. Recognize groups who have neat cabins ... make awards "extra privileges" in consultation with Youth Director and Camp Coordinator.
- Possibilities for Recognition:
  - Group with highest points (add them daily for the week's total)
  - Group most improved over the previous day.
  - Nicest room of the day.
  - In addition to rewarding clean cabins, devise a plan for those who did not cooperate to do clean-up chores. Work with the Camp Coordinator in the selection of areas to be cleaned. Points should be deducted from the cabin.
  - Think about safety and security at all times. Before approving anything, ask yourself, "If I allow this activity, is someone likely to get hurt or will property be damaged?"
- Visit in the dorm areas each morning before the first activity and each evening before the service until the last room has been cleared. Be sure that all campers are out of the rooms and in their scheduled activity.
- Devise a fair plan to keep bathrooms clean. Include every group in fair share rotation of responsibilities.
- Devise a fair plan to help clean up (sweep, dishes, etc.) the kitchen. Include every group in fair share rotation of responsibilities.
- Announcements by the Head Counselor can be made during the camp assembly, beginning of a church service, or at fun time/reflections.
- Neither staff members or campers will be allowed to ignore the dress code. You must be firm, but speak in a kind tone of voice without embarrassing staff or campers.
- Discipline must be maintained each night. Do not permit anything to get started that will cause problems, such as room raids. Insist that campers stay inside their room and in bed after lights are out.
- Campers should be advised not to borrow clothes or canteen money from the canteen to give to another camper if he/she desires.
- Daily Responsibilities:

- Be at the dining hall at the beginning of all meal times to assist during the meal time.
  - To keep order in the food line and coordinate between teen and Junior meals.
  - Recruit volunteers for table breakdown and chair set up for evening service.
  - Assist in the bible study for arrival and order of classes.
  - Before morning assembly check each cabin in your assigned area for a report of cabin cleanliness and points during the assembly.
  - Attend and participate in the FYI session.
  - Recreation, assist counselors in assembling students for rec. Time.
  - Be at the Dining Hall/chapel at the beginning of the Eve. Services to assist counselors and students for the Service.
  - Plan to be at the front of the seating area during service to assist in the worship and the altar time.
  - Attend the fun time to assist the teachers. Work with camp custodian, and night security to set up bathroom cleanup times for dirty cabins and cabins who don't abide by lights out policy.
  - Work with counselors to schedule shower times
  - Lights out make the rounds checking each cabin for every student to be in their cabin.
  - Be available for 30 minutes to an hour until all cabins are settled.
- Special Duties:
    - Remind all Counselors to turn in their forms on the morning specified. Collect them and give them to the Youth Director.
    - During the last morning of camp, devise a plan whereby campers will claim everything in the camp lost and found. Then, have each Counselor be sure that all underwear, towels and other articles in their cabin are claimed by their rightful owner.
    - If articles are left in any room, they must be placed in a plastic bag with the name of the camp, Counselor and room number, and brought to the lost and found.
    - Assist the registrar in registration and placement of counselors and students 5. Work with Rec. Director for a successful Rec. program.
    - Work with the Kitchen staff to supply a rotating helper's cabin.
    - Assist the Camp awards director for tracking rewards and points.
    - Be very familiar with the camp theme and be able to assist in training with the counselor.
    - Assist Camp Coordinators for the last day Awards assembly, packing up, cleanup and departure.
  - Closing Day Checklist:
    - Make sure the outside dorm area and pathways are clean for a good appearance to parents. This must be done before breakfast.
    - Keep a list of camper's room assignments and groups with you at all times to assist in locating campers for parents.
    - Before dismissing any Counselor, inspect their room. **ALL COUNSELORS MUST STAY UNTIL THEIR CABIN HAS BEEN GIVEN THE OKAY BY THE CARETAKER.** It must be perfectly clean and ready for the next camp to use ... this is the way every Counselor should find and leave their room!



- Collect all "sign-out" sheets, spiritual results and evaluation forms. Make sure that each one is completely filled out. As counselors leave, be sure to tell them how much we appreciate them working with us.
- The Head Counselor may leave camp when all campers have been picked up, and the inside/outside of the room areas is cleaned and ready for the next camp.

#### *CAMP HOSPITALITY DIRECTOR*

- Goal: To help create a welcoming, safe, and clean environment for staff, and students.
- By meeting, and Greeting students upon arrival, (*a team may be created to accomplish this task.*)
- Be available to give direction to leaders, and students in finding their cabins.
- Be familiar with locations of cleaning supplies.
- Work with the head counselor in scheduling dirty cabin bathroom clean up time.
- Make sure the guest speaker cabin is ready.
- Make sure everything is clean, bed made, snacks available, bathroom stocked.
- Periodically check in with the camp speaker, and worship team to see if they have everything they need.
- Be available to help wherever needed.
- Work with onsite camp managers to receive support with bathroom supply shortages, camp mechanical issues, and camp property safety concerns.
- Make sure the worship team, and speaker have water available to them before services.
- Be an encouragement, find ways to help students enjoy the time they have at camp.
- You will have a hundred dollar canteen card to use at your discretion to help make camp more enjoyable for those who might be having a hard time.
- Work closely with the Youth director to accomplish this goal.

#### *SANCTUARY DIRECTOR/CAMP PASTOR*

- Direct the setup of the Sanctuary for Sound, Media, Lights, and seating.
- To assist in creating an atmosphere of worship through prayer, and Devotion.
- Directly responsible to the Coordinator, indirectly responsible to the Youth Director.
- Shall be responsible for the spiritual life/well being of the campers while at camp.
- Assist camp evangelist by providing their needs to be met (i.e. water, podium, prayer, etc).
- Lead before service prayer for students, and leaders.
- Works with the Youth Director on an outline for each service to include, opening music, drama, videos and special guest speaker.
- Should work in close association with the production crew to enlist cues, prompts etc. and make sure the service flows smoothly.
- Facilitate the service unless otherwise instructed by the Director.
- Ensure the sound booth, altar area, sanctuary are all clean and ready for the next service.

#### *MUSIC/MEDIA*

- Prepare songs and music for the entire week of camp.
- Since worship is vital to the success of the camp, sensitivity to the Holy Spirit is a must.
- Lead songs in the evening service that are written for the age group involved.

- The camp may require morning devotions where choruses will be led by the director.
- Provide "altar" songs until campers are finished praying.

#### *AUDIO/VISUAL*

- Shall be directly responsible to the Assistant Coordinator.
- Shall adhere to all camp policies and guidelines while serving in this capacity. Camp rules apply to all staff personnel.
- Shall be responsible to coordinate, manage and operate all audio/ visual technologies to enhance the presentation of the gospel.
- This should include but not be limited to:
  - Lights/fog machines
  - Cameras
  - Sound
  - Video
  - Media Shout
  - Power point
  - Special effects
- Enlist campers to assist in operations of equipment (appropriate age groups) and create an elective to assist in training if applicable.
- Ensure set up, tear down and the safety of all equipment during camp.
- Any equipment that should be purchased or rented for presentation should be previously approved by the Director.
- No funds should be spent or reimbursed without the prior approval of the Director. Expense and receipts should be handled
- through the Administrator.

#### *ALTAR WORKERS*

- The altar service must be totally Christ-centered. The altar is the place of dedication of the total personality, without reservation, to God.
- There the camper comes in vital contact with God, who changes him more and more to conform to the image of His son, Jesus Christ.
- The altar service should include intellectual and volitional, as well as, emotional response. It is difficult to maintain a hard rule in this matter because of the great difference between personalities.
- It is very easy for a youth altar service to become overly emotional. It is important to emphasize in teaching and in example the need for a volitional and intellectual response to the Gospel.
- The Bible must be the all-important instrument in the altar service. See Romans 10:17: "Faith cometh by hearing, and hearing by the Word of God."
- No one can effectively do altar work without a good understanding of God's word and its application.
- The altar worker must be sensitive to the needs of the camper and to the leading of the Holy Spirit. If he/she is uncertain as to the specific need of the camper, it is wise to inquire. The Word of God is always applicable. However, the same application of the word will not fit every need. Jesus clearly manifested this principle in His dealings with humanity.

- Depend on the Holy Spirit in applying Scripture to the individual needs of the campers.
- Prepare by studying God's Word and praying. Remember, the attitude of staff members will either help or hinder the response of campers at the altar.
- A counselor should be able to instruct in the Word in such a manner as to meet the campers' problem.
- Extreme manifestations or improper behavior during the altar service should be curtailed. This enthusiasm should be directed into proper channels. The individual is not helped when he/she is allowed to indulge in anything that should hinder his/her spiritual progress in later years.
- The altar service must be the great highlight of camp. It should be the time and place where God meets the camper in a new and living way. The moving of the Holy Spirit is not hindered when the Bible plan is followed in this sensitive area of spiritual expression.

#### *CANTEEN MANAGER*

- The Manager shall oversee the total operation of the canteen and the canteen workers.
- Work with the Youth director to purchase items to be sold at the canteen.
- Organize a daily schedule for operating times and arrange for additional workers if needed.
- Be responsible for canteen cards and the daily cash flow.
- Complete a total inventory of items on the evening of the last full day of camp.
- Open only during designated times, unless otherwise requested to do so by the Youth director.
- Make certain everyone pays, including concession workers. Any exceptions must be approved by the Youth Director
- T- Shirt monies should be kept separate.
- Turn in daily canteen receipts to the camp registrar. (Keep maximum of \$50.00 for daily startup money)

#### *CANTEEN WORKER*

- Workers shall meet with the canteen manager at a convenient time to review the policies and procedures of the canteen, to understand the weekly schedule.
- Workers are to report for duty 20 minutes before the canteen is opened if possible.
- All workers should strive to keep the concession stand clean and as sanitary as possible. They will be expected to do their share in cleaning and mopping as outlined by the canteen manager.
- Each worker should strive to be efficient in all operations of the canteen.
- All workers should wash their hands before beginning to serve and should be clean and neat in their personal appearance. If foods are to be served that are not sealed, then workers should use some type of covering or binding in their hair.
- Workers are to refrain from eating and drinking items for the canteen except those that are paid for in the manner as all campers and workers.
- Everyone pays for items from the canteen ... no credit!
- Workers must be kind, patient and courteous at all times.

#### *NURSE*

- The nurse shall be responsible for collecting all medicine from the campers and setting up a schedule for administering them.
- The nurse shall keep a detailed log of all medical actions taken.

- Whenever supplies are inadequate, the nurse shall fill out a requisition form and give it to the Youth Coordinator.
- The nurse shall be on call from the official opening until the official closing of Camp. Be sure that the Youth Director, Camp Coordinator, and Head Counselor know where you are at all times. Do not leave the campsite.
- When he/she leaves the nurse's station, either the nurse's aide is to be there or a sign is to be left on the door telling where he/she can be found.
- If an emergency situation requires a trip to the hospital, be sure that the adult driver takes the camper's application form and insurance form.
- Devise a plan to return all medicine to campers on the last day of camp.
- Make a list of supplies that are depleted and give them to the Youth Coordinator before leaving camp the last day.
- The Youth Director should always be consulted before major decisions are determined.
- Determine if an ambulance is needed for transportation of the injured. Remain with the patient at all times until the ambulance transports the patient to the hospital.
- In the event that a camper becomes seriously ill, or is involved in a critical emergency-either case resulting in the camper needing to be sent home, the camp nurse should notify the Camp Coordinator who will consult with the Youth directors.
- The Director, with the nurse, will make the necessary call to the camper's home. A telephone log will be kept detailing the conversation with parents.
- Shall maintain a courteous spirit toward the campers and staff at all times.

#### *ASSISTANT NURSE*

- The assistant nurse shall become familiar with all of the duties and responsibilities of the nurse in order to be of the greatest assistance possible.
- The assistant nurse will be present at the nurse's station when the nurse is required to be elsewhere.
- The assistant nurse shall familiarize himself/herself with the closest route to the clinic and hospital and be ready at all times to be of assistance as needed.

#### *RECREATION COORDINATOR*

- *You are responsible for scheduling the staff so that every recreational activity is properly supervised and carried out effectively.*
- *Work under the direction of the Camp Coordinator and assist him in his responsibilities.*
- Even though most staff will have a pre-assigned daily responsibility, such as canteen, lifeguard or recreation, other responsibilities will also be assigned according to the needs of the camp by the Camp Coordinator, assisted by the Recreation Coordinator.
- No staff member should have more leisure time during the day than the Counselors. This is very important in view of the fact that staff members do not have to care for campers during the meals or at night.
- Orientation Checklist:
  - Make it a point to get acquainted with each staff member and endeavor to determine in what areas they will work best.
  - Set up recreational equipment that will be used before camp begins.
  - Use the inventory checklist at the beginning and close of camp

### *ASSISTANT RECREATION COORDINATOR*

- Assist the recreation Coordinator in whatever assignment you are given.
- Be enthusiastic. Help get the campers involved. Be conscientious in your record keeping. Be a Christian example to the fellow workers and campers in every situation.
- Recreation Staff will be assigned to oversee the equipment and various events each day. For some events counselors will be enlisted to assist.
- Be adequately familiar with rules and procedures for games events.
- Assist with other camp related duties as requested by the Recreation Coordinator or Youth Director.

### *LIFEGUARD*

- 20 minutes prior to the first scheduled class, the lifeguard should check safety equipment and to make sure that the lake is suitable for swimming.
- He should be on duty during the entire swim period, making sure that all safety rules are properly observed, constantly observing the lake for any sign of trouble, and ensuring that campers are out on time.
- Lifeguards shall ensure that non-swimmers remain in the proper area and will be authorized to remove anyone from the lake who violates safety or modesty rules.
- If asked, shall assist the Recreation Director in determining the winners of the swimming awards.

### *RECREATION STAFF*

- Assist the Recreation Director in whatever assignment you are given.
- Be enthusiastic. Help get the campers involved. Be Conscientious in your record keeping. Be a Christian Example to fellow workers and campers in every situation.
- Recreation Staff will be assigned to oversee the equipment and various events each day. For some events counselors will be enlisted.
- Be adequately familiar with rules and procedures for games and events.
- Assist with other camp related duties as requested by the Recreation Director or Youth Director.
- Shall have oversight of all recreational events and see that award ribbons are given in appropriate events.
- Shall help to restock supplies at the close of each period.

### *NIGHT WATCHMAN*

- The night watchman shall inspect all grounds during church services.
- Be on active duty from 11:00 PM until dawn. –the first night of camp through the last night of camp.
- Following the evening service, assist the head Counselor's, counselors in seeing that the campers are in their designated areas. Periodically (hourly) check all camp facilities during the night watch, making sure that no outsiders intrude on the campgrounds, and that campers are in their dorm room.
- Following "lights out" shall patrol the grounds, make sure that no one enters the grounds, and see that the campers remain in their dorm.
- Shall have the authority and responsibility to enforce all camp regulations.

- If campers are caught outside their dorm without authorization, the night watchman is to take them directly to the appropriate Head Counselor.
- When any serious problems arise, contact the Camp Coordinator immediately and/or call 911, if necessary.
- The night watchman is not to incite campers by being militaristic or overbearing etc. Night watchman security is not the final word, if a situation should arise, security should follow the Leadership Flowchart (Camp Coordinator then Youth Director)

### *ELECTIVES/ SPECIAL ACTIVITIES*

- Shall assist in supervising the social life of campers while being directly responsible to the Assistant Coordinator.
- Shall be in charge of the fun time activities, making sure that all games are done tastefully and do not violate the Christ-like character that we should exhibit.
- Shall arrange for photographs in the following areas:
  - Photos of award winners/ Superlatives for proper publications.

### *REGISTRATION*

- Prior to camp the Registrar will organize the pre-registered campers into dormitory rooms, collect camp fees, and will organize T- shirts for those who are scheduled to receive them.
- The Registrar shall be at the campsite on the opening day to supervise total registration and will be responsible for daily collecting funds from snack bar & store.
- Track daily receipts from all items to determine profit and loss for all items at camp.
- The registrar will prepare an accurate headcount to pay the final bill at the end camp & final report to the youth director.
- Provide a standard spreadsheet to each church for registration at least 3-4 months prior to camp.
- The Youth Director, camp coordinator and Head counselors will be given a master list which contains all of the campers in camp, along with the names of the counselors assigned to each individual room.
- As long as there are sufficient beds, other campers will be accepted on the first day of camp even though they have not pre-registered. The registrar will collect their money and give them a written room assignment which they will take to the counselor, who will add that camper to their list.
- Any request for room changes should be greatly discouraged. However, if a camper simply insists on being moved, all room changes will be made at the general assembly on the first day. It is our goal to make sure the campers are satisfied with rooming assignments. Room changes are not permitted after the first day.
- Campers that are not pre-registered should fill out a complete application & the entire registration fee. Campers that registration day will have to be placed according to bed availability.
- Shall organize workers to make registration and opening day a good first impression on campers and parents.
- The secretary will type the perfected list as soon as possible on Tuesday morning and make extra copies. The original and one copy will be left in the office for the Youth Director. Other copies

should be entrusted to the members of the Administrative Team, recreation coordinator, head coordinator so that the master list can be perfected.

- Registration of campers who have not pre-registered:
  - On the first day of camp, a registration booth will be set up in the back of the cafeteria.
  - Both Head Counselors should be in dormitory areas.
  - The booth will also serve as an information booth in order to tell campers which room they are assigned to in case they forgot their assignments.
  - The youth camp registration notebook and file will be at the booth which lists all of the room assignments and the number of beds in each room.
  - The late camper should fill out a complete application & the entire registration fee including the late fee will be collected. Late campers will have to be placed according to bed availability.
  - Record of the camper name & number according to the instruction & registration notebook and also record the name and number on the late registration form.



## END OF FIRST DAY FINAL CAMPER LIST

Please return to the Head Counselor on Monday at dinner.

| CAMPER NAME | HOME CHURCH | AGE | COUNSELOR | CABIN |
|-------------|-------------|-----|-----------|-------|
| 1.          |             |     |           |       |
| 2.          |             |     |           |       |
| 3.          |             |     |           |       |
| 4.          |             |     |           |       |
| 5.          |             |     |           |       |
| 6.          |             |     |           |       |
| 7.          |             |     |           |       |
| 8.          |             |     |           |       |
| 9.          |             |     |           |       |
| 10.         |             |     |           |       |
| 11.         |             |     |           |       |
| 12.         |             |     |           |       |





## CAMP INCIDENT REPORT FORM

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Specific location of incident:

\_\_\_\_\_

Individual of concern: \_\_\_\_\_

Age \_\_\_\_\_

Type of Concern:

\_\_\_\_\_ Inappropriate behavior \_\_\_\_\_ Accident leading to injury

\_\_\_\_\_ Possible risk of abuse \_\_\_\_\_ A Medical or Security Emergency

\_\_\_\_\_ Other concern: \_\_\_\_\_

Describe the situation and all those involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What action was taken?

\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ (Church Camp Director)

CD Signature: \_\_\_\_\_

## CABIN POINT TALLY SHEET

Day of the Week: \_\_\_\_\_

Cabin Name: \_\_\_\_\_

Cabin Leader: \_\_\_\_\_

Daily Spirit Award 1000pts \_\_\_\_\_

Best Decorated Banner 1000pts \_\_\_\_\_

Clean Cabin: 1000pts \_\_\_\_\_

Daily Winner \_\_\_\_\_

Clean Bathroom (combined per building) \_\_\_\_\_

Dirty Cabin: -1000pts

Dirtiest Cabin \_\_\_\_\_

Dirtiest Bathroom (combined per building) \_\_\_\_\_

Recreation:

1\* place 1000pts \_\_\_\_\_

2<sup>TM</sup> place 800pts \_\_\_\_\_

3" place 600pts \_\_\_\_\_

4" place 400pts \_\_\_\_\_

5" place 200pts \_\_\_\_\_

Misc.

R.A.K.s (Random Acts of Kindness) 200pts \_\_\_\_\_

Retrieved Abandoned Rubber Chicken 200pts \_\_\_\_\_

Team Participation 200pts \_\_\_\_\_

Retrieved Abandoned Banners 100pts \_\_\_\_\_

Team Spirit 250Ppts \_\_\_\_\_

Sportsmanship 250pts \_\_\_\_\_

Scripture Memorization 100pts (per camper) \_\_\_\_\_

## CABIN WARS POINTS COMPETITION & OTHER AWARDS

1. Counselors select a cabin name and turn in to head counselors by Monday night at lights out.
2. Points will be given for Recreation competitions. Teens will compete cabin against cabin and Jrs will compete cabin against cabin. Rec directors will assign points.
3. Points will be given for Clean Cabin. 100 pts 1 cabin teens, 1 cabin Jrs.
4. Points will be given for Memory Verse for the Jrs. 10 points per verse per camper. There are 5 verses. Teens may be given an optional opportunity to earn points as per Bible teacher.

\*The cabin with the most points will win 1st place award in cabin wars and the next highest points will win 2nd place award, and next will be 3<sup>rd</sup> place.

\*\*There will be an award for Sportsmanship: exhibits sportsmanship, teamwork, good attitude and athletic ability, which will be chosen by the Recreation Staff one boy and girl in each age division. (Teen. Jr)

\*\*\*Camper of the Year: encompasses the vision of the camp... Shows great Improvement, Spiritual Maturity. (boy and girl. JR and SR will be nominated by the staff and the nominees voted on by the entire staff.

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(detach here)

Staff Name:

Please put the name of your nominee in the spaces below and turn in to Head counselor by Thursday at dinner.

Sportsmanship: (for counselors) boy \_\_\_\_\_ girl \_\_\_\_\_

Camper of the Year

(all Staff)

Boy Jr. \_\_\_\_\_

Sr. \_\_\_\_\_

Girl Jr. \_\_\_\_\_

Sr. \_\_\_\_\_

\*\*We will take the top few names in each category and let the staff vote again for the awards. This vote needs to be in by Thursday by lights out.

## SPIRITUAL RESULTS FORM

| CAMPER NAME | HOME CHURCH | SAVED | RECOMMITMENT | SANCTIFIED | HOLY GHOST | HEALING | CALLED TO MINISTRY | OTHER (BE SPECIFIC) |
|-------------|-------------|-------|--------------|------------|------------|---------|--------------------|---------------------|
| 1.          |             |       |              |            |            |         |                    |                     |
| 2.          |             |       |              |            |            |         |                    |                     |
| 3.          |             |       |              |            |            |         |                    |                     |
| 4.          |             |       |              |            |            |         |                    |                     |
| 5.          |             |       |              |            |            |         |                    |                     |
| 6.          |             |       |              |            |            |         |                    |                     |
| 7.          |             |       |              |            |            |         |                    |                     |
| 8.          |             |       |              |            |            |         |                    |                     |
| 9.          |             |       |              |            |            |         |                    |                     |
| 10.         |             |       |              |            |            |         |                    |                     |
| 11.         |             |       |              |            |            |         |                    |                     |
| 12.         |             |       |              |            |            |         |                    |                     |
|             |             |       |              |            |            |         |                    |                     |

Please check off a heading as it applies to the camper.  
 Return this form along with the others to the Head Counselor on the last day of camp.  
**\*\* Only mark an experience that occurred at camp! \*\***

**CALL TO MINISTRY**

| <b>CAMPER NAME</b> | <b>AG<br/>E</b> | <b>HOME CHURCH</b> | <b>HOME CHURCH<br/>PASTOR</b> |
|--------------------|-----------------|--------------------|-------------------------------|
|                    |                 |                    |                               |
|                    |                 |                    |                               |
|                    |                 |                    |                               |
|                    |                 |                    |                               |
|                    |                 |                    |                               |
|                    |                 |                    |                               |
|                    |                 |                    |                               |
|                    |                 |                    |                               |
|                    |                 |                    |                               |
|                    |                 |                    |                               |
|                    |                 |                    |                               |
|                    |                 |                    |                               |

NOTES:

COUNSELORS NAME:  
\_\_\_\_\_

## FINAL CLEANING LIST FOR CHECK OUT

Counselor Name:

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1. Prop mattresses up. Make sure **Light Blue** mattress on top bunk, **Dark Blue** mattress on bottom.
2. Sweep floor and under the beds
3. Empty trash and pick up trash around cabin outside of cabin
4. Make sure 1 broom, 1 dust pan, 1 trash can
5. Check Lost and Found Stuff outside the cafeteria

Other:

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Campground Job:

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