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Introduction to Staff



Welcome to a wonderful adventure for the enrichment of young people. I am very excited that you have chosen to give of yourself to our Youth Camp Ministry this summer. I trust that this will be a week of learning and spiritual growth for all of us. The following is our foundation of faith and camp goals.

Pastor Ron Clagg New Life Summer Camp Director

Our Declaration of Faith

The Church of God believes the whole Bible to be completely and equally inspired and that it is the written Word of God. The Church of God has adopted the following Declaration of Faith as its standard and official expression of its doctrine.

We Believe:

- In the verbal inspiration of the Bible.
- In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
- That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
- That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
- That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
- In sanctification subsequent to the new birth, through faith in the blood of Christ; through the Word, and by the Holy Ghost.
- Holiness to be God's standard of living for His people.
- In the baptism with the Holy Ghost subsequent to a clean heart.
- In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
- In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
- Divine healing is provided for all in the atonement.
- In the Lord's Supper and washing of the saints' feet.
- In the pre-millennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
- In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

Our Philosophy

We believe and pray for God to motivate kids to become radical disciples who will penetrate their homes, schools, churches, communities, and world with the gospel of Christ. And shake our nation for a great awakening.

Our role as camp staff is to cooperate with the Holy Spirit in accomplishing His ministry. Our God desires to meet kids in ways that only He can. We must do all we can to help advance His “mission.” To sum up our philosophy of camp, camp is for the camper. You have come as a counselor/staff for the camper. You will hear this time and time again during the week to remind you of your mission as a counselor. You are the front-line workers in this ministry. God has called you specifically to carry out His plan this week. Be encouraged by this and be willing to trust in our awesome God and “Take a Stand” for God’s kingdom this week!

Goals for New Life Summer Camp

Our primary goal is to minister the gospel of Jesus Christ to each person. We desire to create an atmosphere where the Holy Spirit can fill each camper. Each camper has a divine destiny and purpose. Imagine a generation of warriors who will rise up and defeat Satan and expand the Kingdom of God, to encourage a committed prayer walk with our Heavenly Father.

Our goal in this year's Youth Camp is bring each camper to a level of spiritual strength that will assist them in their Christian walk. Not only to be successful believers but to fulfill their specific calling, rise up and be mighty warriors for the kingdom of God, to **bear fruit** to the level God has called us to. And touch our world with the power of the Holy Spirit. To be able to change their world for the better and we look forward to seeing you this summer.

1. Model that having a relationship with Christ is “AWESOME!”

Concretely and creatively illustrate to campers it's time to live for the Lord.

- a. Help campers to find and understand their identity "in Christ."
- b. Help campers move on from the early steps of faith "in Christ" to maturity.
- c. Help show campers how they can cooperate with the Holy Spirit in the discipleship process.
- d. The ultimate goal of our faith on earth is to have a direct impact/ penetration into the world for Christ.

2. Give unsaved kids opportunities to receive Christ and begin the journey to live for Christ

3. Be real on how Christ and Christianity is presented to kids by honestly representing:

- a. What it means to be a disciple of Christ according to the New Testament.
- b. What it will cost the convert to follow Jesus--everything.
- c. How knowledge of the truth sets us free through Jesus.
- d. The hardships that will face each believer.
- e. The struggles associated with advancing the gospel in a sinful world.
- f. The excitement associated with helping to advance the gospel on earth.
- g. That we were created for the purpose of doing the good works that God has prepared for us to do.
- h. How it feels to experience God's touch through a variety of ministries: worship, speakers, recreation, counselors, campers.
- i. That Christ is our sufficiency and can meet our needs.
- j. That we were created to build the Kingdom of God being full of the HOLY SPIRIT

Staff Directives



STAFF DAY OF ARRIVAL PROCEDURE

A. Registration

1. Register on arrival as soon as possible
2. You will receive a packet containing
 - a. Cabin assignment from registrar
 - b. Camper list (if applicable)
 - c. Programs, manuals, etc.

B. Cabins

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

C. Campers (If you are a counselor)

1. Assist each camper to get settled in your cabin
2. 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 camp ground facilities, locations, boundaries, camp schedules, programs and rules. (ALL MEDICATIONS ARE TO BE TURNED IN TO THE NURSE)**
4. 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.
5. Take time to pray with each camper during the week to help each camper to find their breakthrough, and new growth.

D. Personal

1. Come to camp prepared for God to speak to you, change you, challenge you, give you new insight, a new passion for God and youth for this end-time outpouring of the Holy Spirit.
2. Acquaint each of your campers with your goals for the week.
 - a. Prayer (how to pray effectively)
 - b. How to use the Word for personal victory and to defeat Satan.
 - c. Have a life changing encounter with the HOLY SPIRIT.
 - d. To have a heart of a warrior.

Staff/Counselor Camp Goals

A. Each counselor/staff trained/prepared to lead each student in personal prayer, worship, and reading the word effectively.

1. Determine what is an attainable point that we bring a student to, in preparation for their going back home to their church, their family and friends

2. How effective will this preparation be beyond camp, towards their spiritual maturity?

3. Get to know your students (see the interview form in forms tab)

a. After receiving a list of your students at the registration booth spend time with each student to build a relationship acquiring as much critical knowledge as possible to lead each student to the possible objectives for the week.

b. Evaluate each student to know where they are in their spiritual journey and where they need to be.

4. Our goal is to challenge each student when they walk on campus for the following common goals and biblical practices we hope each student would arrive at by the end of camp?

a. How to pray effectively.

b. How to use the word of God effectively.

c. How to conquer self, fear of man.

d. How to resist and conquer Satan.

e. How to overcome circumstances, obstacles, defeats and fears.

f. How to find our identity, purpose.

g. How to release the anointing in their lives and others.

h. How to share their faith with others with a passion for the unbeliever.

B. Common goals and objectives for all staff attending the

New Life SUMMER CAMP 2021

- 1. The spiritual growth of the student and their potential.**
- 2. To contribute a positive atmosphere for each student to receive maximum benefits from the camp.**
- 3. Work toward the preparation and success of the camp theme and objective.**
- 4. Releasing the anointing of the Holy Spirit in every area of camp**
- 5. Understanding Joshua 1:3, 5, 8 (³ every place that the sole of your foot shall tread upon, that have I given unto you, as I said unto Moses. -There shall not any man be able to stand before thee all the days of your life: as I was with Moses, so I will be with you: I will not fail you, nor forsake you. ⁸ This book of the law shall not depart out of thy mouth; but you shall meditate therein day and night, that you may observe to do according to all that is written therein: for then you shall make your way prosperous, and then you shall have good success.)**
- 6. This verse is true for today and we can have a great victory for our students, our camp, and the churches in our region.**
- 7. To be willing to work with all the staff for the overall harmony, the wellbeing, success and future of this camp ministry.**
- 8. All staff is expected to attend all classes and evening services in your camp age group. (Exceptions to be ok'd by the camp director for other conflicting camp duties.) We must remember we are role models to these students and if we don't need to be in the classes why should they? If you are not a counselor you can use rec. time for your preparation. Such as worship, music, teaching, special activities etc.**

9. Having a servants' heart will assist you in being successful in this kind of a demanding ministry and your personal fulfillment in serving in this capacity, this will create a foundation for your purpose at camp.

10. All staff are counselors to the campers. You are to not only minister to each student but need to model the very message we are preaching. Our involvement is critical at this camp. Your rewards will be countless and fulfilling when you see these young lives changed for the glory of God.

C. Additional camp goals:

1. To create a network of men and women who have a passion for youth and particularly the residential camp ministry.

2. To work together in this network so that this ministry will continue to grow and excel and be able to reach this region with a new fire and zeal for this next generation.

3. To make sure that this ministry will move forward rather than lose ground.

4. To raise up a mighty army of Spirit filled warriors who will reach this ripe end time harvest and not compromise the move of God or his Word.

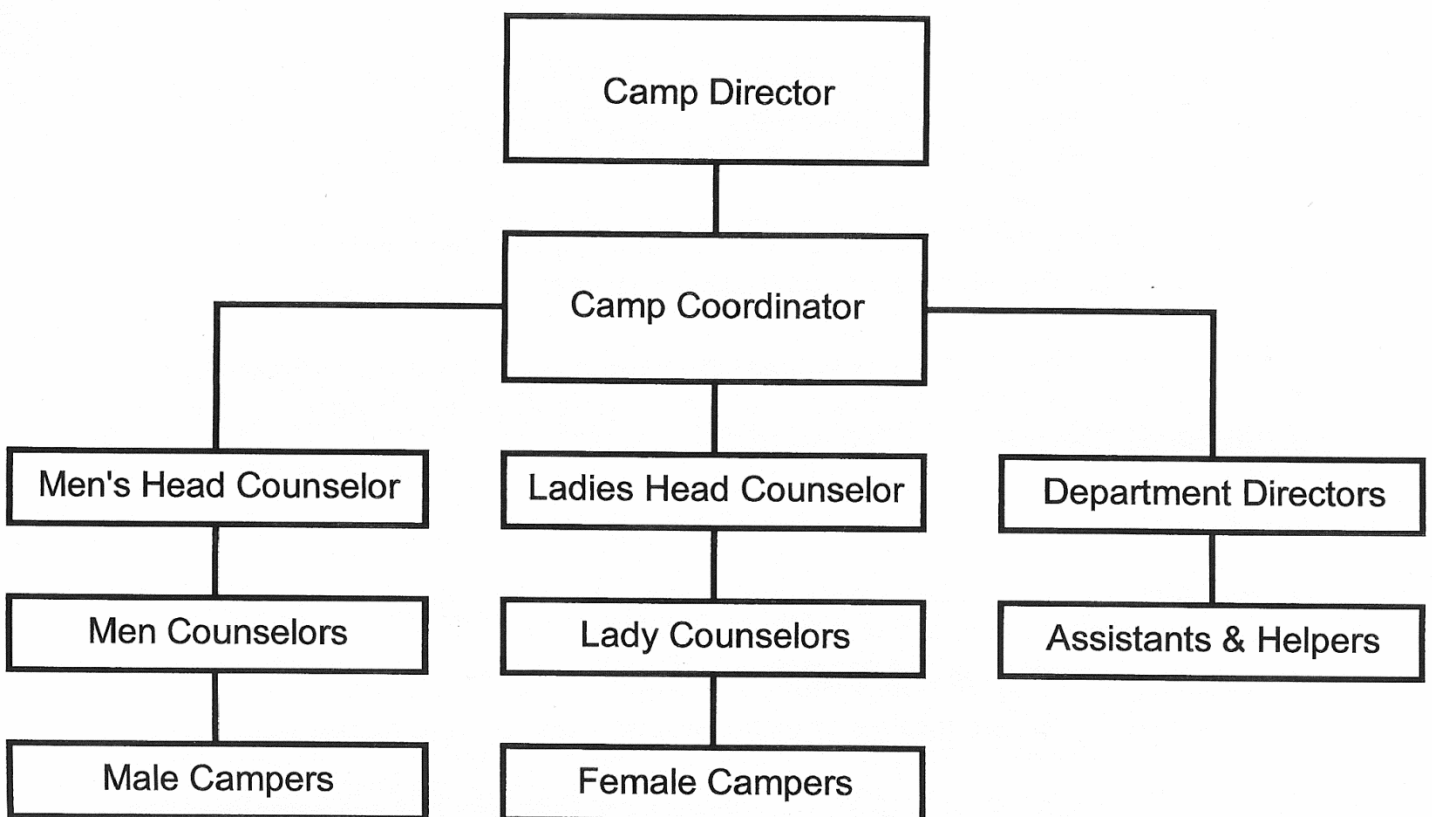
D. Evening and morning speakers

1. Because we have a strong central theme at this camp, we are asking each speaker to prepare their students for the overall picture of the goals of our camp.

2. Each session we will build a picture of how God is speaking to this generation and we can see a breakthrough for what God has planned for their lives

3. I know you will do your best to communicate with the students and the Holy Spirit will give you insight, understanding, and the ability to articulate the word and the anointing for your session.

PROTOCOL CHART



POSITION DESCRIPTIONS

Camp Coordinator:

Overall Responsibilities

1. Arrive at camp before registration to become familiar with the facilities and to help set up for registration.
2. Work with Camp Director in all phases of camp function for a smooth operation.
3. 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.
4. Understand the camp goals and objectives as set forth by Camp Director.
6. Be an example of maturity, spirituality, leadership and cooperation that will inspire and motivate the camp for success.
7. Be a problem solver that will create a sense of harmony in the staff.
8. Understand your role and function in the chain of command.
9. Provide general coordination and assistance for the function of the camp you have been assigned to (especially in the camp schedule).
10. Work with the registrar for a smooth registration and placement of all staff.
11. Be at the orientation session to assist an answer questions.
12. Be at all meal times, classes, services to coordinate and give assistance.
13. Conduct the assembly for announcements, cabin scores, problem solving, etc.
14. Work with all staff to coordinate equipment, radios, supplies etc.
15. Work with the maintenance Director for trash disposal. Table setup, cleaning supplies etc.
16. Assist the camp nurse in the care of students and transportation to the hospital.
17. Be very familiar with the camp theme and able to assist other staff in the training and implementation.
18. Work with the camp Director in all phases of the camp operation.

19. Be at the Eve Service in the front to assist and model the worship and altar service
20. Assist the Lead counselors in the lights out and security rounds.
21. Coordinate the final day for the assembly, packing up, clean up and departure.

Daily Checklist

1. Keep the camp office straightened and looking neat at all times.
2. Keep everyone working for the overall good of the camp. Look for ways to make camp better for the campers!
3. Each activity must be ready to start precisely according to the schedule. Keep the staff ahead of schedule.
4. Visit each activity daily to encourage staff and let them know we are interested in their contribution to the total camp ministry.
5. Be sure that the lights are off at the Tabernacle each night when campers go to their cabins.
6. Insist that all staff members stay in their cabin area when the campers go in each night. The Lead Counselor is responsible to keep them in. Our purpose for this measure is to give no reason for offense to those who may question our worker's conduct, and to protect our good reputation!
7. Only by permission of the Camp Director may any staff person leave the campground under any circumstances. Consult the Camp Director if in doubt.

Closing Day Checklist

1. Work with the Head Counselors and Recreation Coordinator in a total camp clean- up. Leave the grounds in as good condition, or better than when you came to camp!
2. Inspect the Tabernacle, swimming area, ball fields, and playground. They should be

cleaned and closed. No staff should be dismissed until all areas pass a very close personal inspection by the Coordinator and/or the Recreation Director.

3. Collect all forms from the lead Counselors.
4. Clean the Camp Office and straighten materials.
5. Remain in the office as much as possible to handle phone calls and assist people picking up campers.

Lead Counselor

The leader responsible for supervising counselors and assisting them with the care of all campers.

General

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 Lead 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 Lead 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

1. Make it a point to get acquainted with each Counselor and show interest in them.
2. Learn their name!
3. Notify the Camp Director or Camp Coordinator if a Counselor has not arrived by noon.
4. 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

1. 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)
2. 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.
3. Check the schedule carefully and make sure counselors are on time ... This will help get the camp off to a good start.

4. Ask each counselor to give you their cabin's name ... use their cabin name for all group roll calls and announcements.
5. 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 Check list

1. Check to be sure all groups are awake in the mornings.
2. 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.
3. 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 Camp Director and Camp Coordinator.
4. Possibilities for Recognition
 - a. Group with highest points (add them daily for the week's total)
 - b. Group most improved over previous day.
 - c. Nicest room of the day.
5. 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.
6. 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?"
7. 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.
8. Devise a fair plan to keep bath rooms clean. Include every group in fair share rotation of responsibilities.
9. Devise a fair plan to help clean up (sweep, dishes, etc.) the kitchen. Include every group in fair share rotation of responsibilities.
10. Announcements by the Head Counselor can be made during the camp assembly, beginning of a church service, or at fun time/reflections.

Daily Responsibilities

1. 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.
2. Recruit volunteers for table breakdown and chair set up for evening service.
4. Assist in the bible study for arrival and order of classes.

5. Before morning assembly check each cabin in your assigned area for a report of cabin cleanliness and points during the assembly.
6. Attend and participate in the FYI session.
7. Recreation, assist counselors in assembling students for rec. time.
8. Be at the Dining Hall/chapel at the beginning of the Eve. Services to assist counselors and students for the Service.
9. Plan to be at the front of the seating area during service to assist in the worship and the alter time.
10. Attend the fun time to assist the teachers.
11. 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.
12. Work with counselors to schedule shower times
11. At lights out make the rounds checking each cabin for every student to be in their cabin.
10. Be available for 30 minutes to an hour until all cabins are settled.

Special Duties

1. Remind all Counselors to turn in their forms on the morning specified. Collect them and give them to the Camp Director.
2. 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.
3. 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.
4. Assist the registrar in registration and placement of counselors and students
5. Work with Rec. Director for a successful Rec. program.
6. Work with the Kitchen staff to supply a rotating helpers cabin.
7. Assist the Camp awards director for tracking awards and points.
8. Be very familiar with the camp theme and be able to assist in training with the counselor.
9. Assist Camp Coordinators for the last day Awards assembly, packing up, cleanup and departure.

Closing Day Checklist

1. Make sure outside dorm area and pathways are clean for a good appearance to parents. This must be done before breakfast.
2. Keep a list of camper's room assignments and groups with you at all times to assist in locating campers for parents.
3. Before dismissing any Counselor, inspect their room. ALL COUNSELORS MUST STAY UNTIL THEIR CABIN HAS BEEN GIVEN THE OKAY BY THE CARETAKER. If must be perfectly clean and ready for the next camp to use ... this is the way every Counselor should find and leave their room!
4. 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.
5. 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.

Recreation Coordinator Responsibilities

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.

General

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 check list** at the beginning and close of camp

Opening Day Checklist

1. Work with the Coordinator to organize workers to make registration and opening day a good first impression on campers and parents. Directing traffic, greeting people as they arrive, and give directions will be a priority!
2. Make sure staff members are in place for starting the activities according to the camp schedule.
3. Insist that all staff members prepare in advance and begin each activity with enthusiasm.
4. Complete a perfected list of all campers in your group ASAP. (*Perfected camper list form will be located in the back of your manuals*)

Daily Checklist

1. Plan ahead to keep everyone working for the overall good of the camp. Look for ways to make camp better for the camper!
2. Each activity must be ready to start precisely according to the schedule. Assist the Coordinator in keeping staff members ahead of schedule.
3. Inspect each activity daily to encourage staff and let them know we are interested in their contribution to the total camp ministry.
4. All equipment must be properly cared for and put away each night. Grounds must be kept clean and neat at all times.

Closing Day Checklist

All paper and trash on ball fields, playground and every other area must be cleaned. The Tabernacle and swimming area must be thoroughly cleaned and

made ready for the next camp before staff is dismissed.

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.

He 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.

Nurse

1. The nurse shall be responsible for collecting all medicine from the campers and setting up a schedule for administering them.
2. The nurse shall keep a detailed log of all medical actions taken.
3. Whenever supplies are inadequate, the nurse shall fill out a requisition form and give it to the Camp Coordinator.
4. The nurse shall be on call from the official opening until the official closing of camp.
5. 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.
6. 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.
7. Devise a plan to return all medicine to campers on the last day of camp.
8. Make a list of supplies that are depleted and give to Camp Coordinator before leaving camp the last day.
9. The Camp Director should always be consulted before major decisions are determined.

Assistant Nurse

1. 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.
2. The assistant nurse will be present at the nurse's station when the nurse is required to be elsewhere.
3. 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.

Music Director

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.

Night Watchman

The night watchman shall inspect all grounds during church services.

Be on active duty from 11:00 PM until dawn.

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.

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 Camp Director).

Registrar

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 head count to pay final bill at the end camp & final report to camp director. Provide a Standard spread sheet to each church for registration at least 3-4 months prior to camp.

Canteen Manager

The Manager shall oversee the total operation of the canteen and the canteen workers.

Work with camp 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.

T Shirt monies should be kept separate.

Turn in daily canteen receipts to 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.

Prayer Director

Organize a prayer team consisting of both campers and staff to meet each evening before service to pray for the service, the camp, and specific needs. Be prepared for each service with the prayer staff to work with the evening speaker at the altar. (Refer to ministering at the altar by Leonard Albert) Prepare materials for altar working (tracts, forms, etc.). Give the decisions and results to the specific counselors.

Work to create an atmosphere of prayer with campers and staff. Assist Camp director to produce a simple, teachable Prayer Guide/daily devotional for each counselor and cabin. Our goal is for each student to be able pray effectively by the end of the camp. Meet with the prayer team to pray over the entire campground. (Pertinent areas)

Camp Maintenance Director

Check and empty all trash cans daily

Assist camp coordinator with supplies and repairs

Assist kitchen staff with disposing of trash and table/ chair arrangements for meals.

Check all buildings daily for trash and arrangements of furnishings for Chapel, classrooms, etc.

Any maintenance or repair issues will be brought to the Maintenance Director and he will bring serious issues first to the Camp Director and/or Camp Coordinator, then they will decide when to involve Camp Host.

Kitchen Manager

Pre-camp

1. Prepare menu for camp
2. Tally a total food list for purchase
3. Assist Camp Director in cost effective purchases
4. Must have a valid Food Handler's certificate
5. Assess all supplies and food items for last minute purchases. (Fresh produce etc.)

First Day of Camp

1. Arrive early to stock and organize food
2. Meet with kitchen staff to outline duties, menu, schedule, food prep, clean up, storage, camper cleanup assistance scheduling- (with Head Counselor)
3. Outline with the Camp Director for serving leftovers.
4. Cook & serve regular scheduled camp meals
5. Determine any extra servers needed and inform Camp Coordinator.
6. Assign specific duties to assistant kitchen staff.
7. Oversee daily kitchen cleanup and trash disposal.

Closing Camp

1. Plan Thursday evening for final cooked meal
2. Direct clean-up to begin as early as possible
3. Friday Breakfast – serve non cooked items for early assimilation and clean up.
4. Prepare and repack all items for transporting.
5. **Check with Camp Director to determine the status of leftovers.**
6. Contact resident camp caretaker for final inspection.

Assistant Kitchen Staff

First day of camp

1. Prepare to arrive as early as possible (as permissible from host camp) to assist unpacking, set up and food prep and planning.
2. Assist Kitchen Manager in all of the duties of food prep and the meal planning.
3. Assist in serving, cleanup
4. Work with the head counselor for each cabin in a rotating cleanup

schedule, for the kitchen and the dining hall.

Last day of camp

1. Assist kitchen director for final repack of all food and supplies.
2. Assist kitchen director for the final cleanup and inspection by resident camp caretaker

Staff Expectations

DO:

1. Pray daily for campers.
2. Pray daily for co-workers.
3. Talk positive about camp.
4. Discipline with compassion.
5. Pitch in when help is needed.
6. Disagree with co-workers privately.
7. Help in the altar services.
8. Abide by camp rules.
9. Demonstrate a good camp spirit.
10. Smile!
11. Be spiritual.
12. Remember camp is for and about the kids, not adults.

DON'T:

1. Lose your temper.
2. Argue with co-workers.
3. Talk negative about camp.
4. Strike a camper.
5. Leave campus without permission
6. Violate camp rules.
7. Make unauthorized promises
8. Usurp anyone's authority.
9. Agitate a problem situation.
10. Complain constantly.
11. Do not over spiritualize everything

We welcome your constructive criticism. If you have any ideas you think would help, jot it down and bring it to me at camp.

In order to be the best possible counselor that you can be, you should “do” the following:

1. Have a personal devotional time daily; conduct a brief devotional with the campers.
2. Pray for your campers.
3. Be morally upright.
4. Speak positively in support of the whole camp ministry and program at all times (even if you disagree).
5. Work through problem situations by confronting the appropriate parties in love.
6. Handle all discipline in your cabin.
7. Be an active team member for all recreation activities. Be a cheerleader!
8. Sit with your campers during chapel.
9. Spend time with your campers during free time.

10. Work on an “encouragement campaign” for each camper – notice their unique qualities and character.
11. Interview each of your campers one-on-one during the camp.
12. Major in the major doctrinal issues; don’t “major in the minors.”

“Be All That You Can Be ‘In Christ’”

The counselor is a person who should be mature spiritually and emotionally. Below are traits that will enhance your ministry to kids. A counselor should be:

- | | | |
|----------------------|----------------|------------|
| -Spiritual leader | -Vulnerable | -Friendly |
| -Encourager | -Understanding | -Observant |
| -Yourself – Be Real! | -Listener | -Proactive |

1. Become personally acquainted with every camper in your group and know their name by the first night.
2. See that campers abide by the camp policies and schedules.
3. Leading your group give advanced notice of each activity. Try never to surprise your campers with a call for immediate action, always give them time to get ready. Try to ask and not order, but be clear and direct.
4. Demonstrate a higher level of maturity than the campers.
5. Role model in Word, behavior, character, dress, Spiritual sensitivity, Understanding, Discipline, passion, personal habits, language.

Dress Code:

Dress modestly. All Staff are expected to dress in a manner that will exemplify the “Beauty of Holiness”. **The practical application is described as follows:** scripture speaks of this in 1Timothy 2:9-10, 1Peter 3:2-5.

- A. Our bodies should be adequately covered in public at all times.
- B. The style should not be too revealing in exposure or tightness (men or women).
- C. There should never be cleavage. (Please remember you will be very active at camp. A self-test would be very appropriate to see if you could bend over with all modesty, especially at the altar where male staff and boys are trying to seek God)
- D. T-shirts should not have derogatory words or images on them.
- E. Please remember God and His Word is our ultimate guide and not the culture

Being a COUNSELOR means ...

You will never be bored.

You will often be frustrated.

You will be surrounded by challenges.

You will carry immense responsibility and very little authority.

You will step into young people's lives and you'll make the difference.

Some will love you. Some will despise you

You will see people at their worst and their best.

You will experience joyful triumphs and painful failures.

You will cry a lot and laugh a lot.

You will know what it is to invest your life in others, and you will be a better person.

Offsetting Negative Responses

Camper's attitude.....Counselor's response

- a. "This is boring"..... "Life can become what we make of it. You will find that you will probably enjoy it once you get involved".
- b. "I don't want to"....."Give it a try" or set an example by doing the activity with them.
- c. "This is dumb"..... "That's what makes it fun" or "Dumb stuff can be Fun".
- d. "I hate camp" "Give camp a chance... we gave you one."
- e. A good positive remark will offset any *negative* if done quickly enough!

Maps



Map of:
Camp Elkanah, OR

Notes

Turn southwest on Highway 244 and travel approximately 15 miles the camp is on the right hand side. The exit is about 10 miles NW on I-84 from LaGrande Oregon and about 40 miles SE on I-84 fom Pendleton Oregon



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TEEN/Jr. High YOUTH CAMP SCHEDULE July 26th-July 30th 2021

Monday 7/26/2021 (PM)

1:00-3:00	Registration (Chapel)	7:00-9:00	Worship & Word (Dining Hall)
3:00-4:30	All Staff meeting (Chapel)	9:00-9:30	Snack Bar
Teen/Jr. high	Camper Orientation (Dining Hall)	9:30-10:15	Fun Time (Dining Hall)
5:15-6:00	Supper (Dining Hall)	10:15-10:45	Extra Showers
6:30-7:00	Pre-Service Prayer (Dining Hall)	10:45	lights out (Cabin)

Tuesday 7/27/2021---Thursday 7/29/2021

7:AM-	Rise & Shine, Cabin Devotions, Showers	2:30-3:30	Snack Bar
7:45-8:15	Breakfast (Dining Hall)	3:30-5:00	Recreation (Special games)
9:00-10:00	Bible Study (Dining Hall)	5:15-5:45	Supper (Dining Hall)
10:00-10:30	Snack Bar	5:45-6:15	Pre-Service prayer (Chapel)
10:30-10:55	Assembly (Dining Hall)	6:15-8:30	Worship (Dining Hall)
11:00-11:55	FYI (Dining Hall)	8:30-9:30	Snack Bar
12:15-1:00	Lunch (Dining Hall)	9:30-10:15	Fun Time (Dining Hall)
1:00-2:30	Recreation	10:15-10:45	Extra Showers/Devotions
-		10:45-	(Cabin) lights out

Friday July 30th AM

7:00	Rise & Shine, Devotions
------	-------------------------

8:00-8:45	Breakfast
9:00	Assembly Dining Hall (Awards, Recognitions, Group Pictures, Goodbyes)
10:00	Pack up, Clean Up (Out by 11:00 (AM))

JUNIOR YOUTH CAMP SCHEDULE July 26-July 30, 2021

Monday 7/26 2022 (PM)

1:00-3:00	Registration (Chapel)	7:00-8:30	Worship (Dining Hall)
3:00-4:30	All Staff meeting (Chapel)	8:30-9:00	snack bar
	Jr. Camper Orientation (Dining Hall)	9:00-9:30	fun time (chapel)
4:45-5:15	Supper (Dining Hall)	10:00	Devotion/lights out (cabin)
6:30-7:00	pre -service prayer		

Tuesday 7/27/2022---Thursday 7/29/2022

7:30	Rise & Shine, Cabin Devotions, Showers	2:30-3:30	Snack Bar & Free time
8:15-8:45	Breakfast (Dining hall)	3:30-4:45	(Group games)
9:00-10:30	Jr. Church (Chapel)	4:45-5:15	Supper (Dining hall)
		5:45-6:15	Pre-service prayer (Chapel)
10:45-11:45	Assembly (chapel)	6:15-8:30	Worship (Dining hall)
12:00-12:45	Lunch (Dining hall)	8:30-9:00	Snack bar
12:45- 1:30	FOB (flat on back in cabin)	9:00-9:30	fun time (chapel)
1:30-2:30 (Cabin)	(Special rec. activities)	10:00	Devotions/ Light Outs

(A special gathering for all staff not involved in snack bar and fun time will be meeting in the Dining Hall, snacks and a fresh word of encouragement from Dr. Lonnie and Tracy Stewart 9-10 PM)

Friday Aug 5 th 2022, AM

7:00	Rise & Shine, Devotions
8:00-8:45	Breakfast

- 9:00 Assembly Chapel (Awards, Recognitions, Group pictures, Goodbyes)
- 10:00 Pack up, Clean Up (Out by 11:00 (AM))

Interacting With Campers



New Life Summer Camp Regulations for Campers

Cabins:

You are responsible for the campers in your cabin. The cleanliness of the cabin is also under your supervision. If a camper leaves the cabin at night without your permission, you should notify a head counselor.

The “lights out” policy is in place for the best interest of the entire camp. Please cooperate with the program staff by making sure kids are quiet and the lights are out when designated.

Each camper is allowed to go into their own cabin only. Never, never, never, should a camper enter into another cabin. Note also that this rule applies to boys and girls entering into each other’s’ cabins as well. Campers must stay in their own cabins.

Camp maintains a curfew time for male and female staff to be in their living quarters. Having no curfew may lead to temptation between high school and college staff that could result in serious concerns. Under NO circumstances are men and women to enter into one another’s living quarters. No pranks of any kind!

When transporting equipment around camp, either by golf cart or vehicles the camp workers must not permit campers to ride with them. Experience teaches us that “an ounce of prevention is worth a pound of cure”.

Personal Property:

Make sure that the campers understand that any damage to camp or individual property (vandalism or theft) will require the offender to make financial restitution for the property. Campers who maliciously damage another person’s property will be held responsible for their actions.

If a camper has a Walkman, radio, CD player, MP3, or any electronic device collect them and label them with the camper’s name. They will be returned at the end of camp.

Attendance:

You and your campers are expected to be at every scheduled event on time

unless cleared with head counselor/camp director. Your job as a counselor is to make sure all your kids are accounted for at all events. If a camper is missing, please notify the head counselor immediately.

Dining Hall Rules

- A. There is to be no running or rough-housing of any kind inside the cafeteria.
- B. Breaking into the line shall not be permitted. Sometimes staff members are allowed to go ahead of the line because of responsibilities that need to be fulfilled
- C. Second portions of food shall be offered after first servings are completed for the entire camp.
- D. Food, dishes and utensils must not be taken from the cafeteria.
- E. Since extra meals are sometimes limited, please check with kitchen manager or camp director before inviting guests.

Bathhouse Guidelines:

See that campers are conducting personal hygiene (showers, change clothes, deodorant, etc.)

Bathhouse protocol should allow for as much privacy as possible. No teasing should take place in the bathroom area. A counselor should give a few basic guidelines to campers. Campers should not pull back shower curtains or bathroom doors. No looking over the top of partitions should be tolerated. No flipping others with towels. The bathroom is not a place to play!

Camp Dress Code:

Modesty is the best policy. Shoes and shirts must be worn at all times during the meals and activities. We ask that girls not wear tops with spaghetti straps, especially short shorts, or revealing clothing.

One-piece bathing suits are required for girls. T-shirts can be worn over two-piece suits for girls. A few examples of swimsuits that don't conform to modesty guidelines: For guys – Speedos. For girls - extreme French-cut bathing suits, low-cut revealing necklines, unlined bathing suits (see-through), the “braless” look, or open midriff. If you have any doubts about the clothing of a camper, please let the head counselor decide.

Recreation:

You are an important link to our effectiveness in recreation. The recreation directors are working hard to appeal to all campers in activities. Remember that not all kids are athletic, not all are super-intelligent and not all have self-

confidence in their athletic abilities. Please be supportive, energetic, and open-minded about the recreational games (even if you don't like them). You are

setting the standard to your campers. Your attitude will be contagious, good or bad.

All youth are expected to participate. Model a spirit of team unity and togetherness as we participate in recreation. Be ready to try new concepts and new games for recreation.

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.

Campers are never permitted to enter the swimming area unless the lifeguards are present and in their proper position. The lifeguard is to be treated with respect by all staff as well as campers.

All counselors for their gender group must remain at the swimming area in order to help the lifeguards oversee. No running or "fast walking" on the docks. Remember most accidents happen at the swimming area.

Camp Visitors and Phone Calls:

1. This a "pre-registered camp only" visitors must have prior approval by the Camp Director.
2. Visitors are welcome to attend the worship services in the evening. They must leave the grounds when the campers go to their cabins.
3. Guests or relatives are not to visit with campers or workers during the day. This interferes with camp and takes the attention of the work away from their responsibilities.
4. Camp visitors must register at the Camp Office where they will receive a special identification badge to be worn during their time at camp. Since camp is only a few days, campers do not make or accept calls unless an emergency arises.
5. The counselor 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 home sick. The counselor should talk with the parent personally giving assurance of our care for their child.

The Homesick:

1. It is a genuine illness.
2. Assure camper that it happens to other people as well.
3. Avoid a phone call home if possible.
4. Offer love, affection, and understanding.
5. Pray for them asking God to help them through it.
6. Redirect their attention to camp activities.
7. If a camper can't handle it, that's OK too. You did not fail.

Bed Wetting:

Ideas to help those with a problem:

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

Counselor "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. Remembering that the goal of camp is to glorify and exalt Jesus Christ, it is up to you to re-direct 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:

1. Don't encourage them.
2. Don't display amusement (flirting, flattery, sexual comments, etc.)
3. Help them shift their focus.
4. If the crush is on you, be appreciative of their friendship, but do not allow anything beyond this point.
5. If the "crusher" is aggressive, notify the camper's counselor and/or the lead counselor to help out with the situation.
6. Do not belittle their attention toward the one they have a "crush" on.

Camper “Couples”:

Camper couples are inevitable. Our guidelines are in place to free you from being “the bad guy.” We believe that the kids need to focus on the Lord, and not on each other. In order for us to be unified in the conduct expected of our campers, make sure we handle the “camper couples” accordingly.

1. Discuss relationships with them in a mature manner.
2. Don’t look “down” on them because they are young – show respect.
3. No physical contact at all during chapel.
4. Do not encourage camper couples or “pairing up.”

Understanding 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. 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. When disciplining, remember the following:

1. Discipline is positive – punishment is negative.
2. Don’t threaten – be realistic with discipline.
3. Stay in control – If you start to “lose-it,” take a time out.
4. Discipline the behavior, not the person/personality.
5. Expect the best from campers--a negative expectation breeds negativity.
6. 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, and not making a general statement. If he or she persists in unacceptable behavior, use reality discipline... also known *as logical consequence*.
7. If your campers are talking in church (separate them and place one beside you.
8. If a camper breaks into the lunch line (send them back)
9. If a camper comes to the swimming is improperly dressed (remind them of the guidelines and send them back to get what they left)
10. If they cannot get along with others (isolate them for a short period of time.)
11. Hands off – Children are not allowed to rough play with one another and their

hands are to be kept to themselves. And staff are to never take discipline to a physical level with a child.

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 lead 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:

1. Pray! Depend on the Holy Spirit.
2. Individual session / problem with camper – keep it private.
3. Never be shocked. Appearances are seldom as they seem.
4. Keep their confidence (see exceptions below). *
5. Listen – force yourself to concentrate on them.
6. Emphasize God's ability to solve problems, not yours.
7. Help them to make their own decisions / own conclusions.
8. 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 woman counselor about her concerns as the Bible teaches, the older women are to teach the younger women, and then do not leave until you have found someone to talk with the girl.)

***EXCEPTIONS TO CONFIDENCE RULE:**

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.

1. Abuse: Sexual or Physical
2. Suicide talk/attempts (past or present)
3. Harm to others.

Sharing the Message of Salvation

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

1). Ask for forgiveness of sins. 2). Receive Jesus as Lord and Savior. 3). Ask the Holy Spirit to guide through life. 4). Pledge to follow God and His will daily.

11 Timothy 1:9
Romans 3:23
Romans 6:23
Romans 5:8

God has a very special plan for you!

All have sinned.

the penalty is death (Separation from God).

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.

Helpful Verses: Entry Points

-Assurance of salvation- John 5:24

-Guilt/Forgiveness- I John 1:9

- Lack of meaning- Eccl. 12:8, 13

- Fear of death- John 11:25-27

-Desire for maximum living- John 10:10

-No basis for values- Eph. 4:17-5:21

-Separation from God- Rom. 3:22b-24

-Frustration with sin- I John 2:1

-What hell is like- Luke 16:19-31

- Good works- Eph. 2:8-10
- The old life and the new- Eph. 4:17-24
- You are a new creation - 2 Cor. 5:17

Safety Procedures



New Life Summer Camp

Sexual Abuse

Prevention and Policy

What is sexual abuse?

Sexual Abuse is:

- Non-accidental physical or mental injury**; sexual molestation, sexual exploitation; disseminating, exhibiting, or displaying pornographic material.
- Unwelcome sexual advances**. Examples of unwelcomed 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, and so on...

How to Spot Abuse

Make a report when you see a child with...

- 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...

- 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 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.

1. 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.
2. After filling out the form, transfer the form to the next camp leader above you according to the Church Camp protocol.
3. 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 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.

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 sun block on children. Spray sun block 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.
- No pushing or shoving is allowed.
- Rough housing with a child is also inappropriate. Examples of this would be tackling, head locks, tickling.....

REPORT IF YOU NOTICE STAFF BEING INNAPROPRIATE 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.

1. **Location:** Have your conversation out in the open where you can easily be seen.
2. **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.
3. **Relationship:** Be sure you have a good, healthy relationship with the other person.
4. **Frequency:** Frequent private conversations can create difficulties in a child's healthy development or lead to dangerous relationship dynamics
5. **Ability of the Care Giver:** 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
6. **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.
7. **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.

Emergency Procedures



Fire Emergency Procedures:

1. In case of fire, remember that you need to make sure that all of your kids are
2. accounted for. You are to bring campers outside the dining room area. At that time, you will be given instructions on what to do next by the New Life Summer Camp staff. If a camper is missing, notify the lead counselor or program staff immediately.
3. If you hear the fire alarm, do not hesitate to leave immediately to the location described above. Do not run, but walk quickly to the appropriate location and keep the youth calm by speaking calmly and giving them assurance.
4. Never leave your group to return to the location of danger.
5. No one is to return to normal operations until the Emergency is cleared by officials or the drill is cleared by the Camp Director.

Missing Child Emergency Procedure:

1) Immediate or first steps to take when someone is missing or is thought to be missing:

- a) Notify Camp Director and supply the following details: attire, emotional state, and other physical descriptions.
- b) The last person(s) to see the missing person are to be interviewed.

2) Method or plan for search:

- a) Immediate recall of all counselors and children. Should a child go missing while on a field trip, a 'meeting place' will have been determined prior to groups going off on their own. Everyone should be recalled to said meeting place and staff will account for their children.
- b) Selected staff conducts a thorough search of the entire building or grounds within the venue's borders. This search will include any trails or creeks, etc., on the property.
- c) If not found in the building or on the grounds, then the search is expanded to the immediate area around the building / venue. Search crews are sent out to all the surrounding areas. Before contacting the parents and local authorities, do another search of the area.
- e) Each searcher will maintain constant communication with the Director and Camp Coordinator.
- f) If, after one hour, the child is not found, notification of the proper law enforcement agency must be made. The parents should be notified at this time as well. **This is only done by the Camp Director.**

Medical Emergency Procedures:

1. Take the ill or injured camper to the nurse and or contact staff for assistance.
2. Protect the scene of the accident. Make sure nobody else is in danger.
3. Never move a camper if you suspect a broken bone, back, or neck injury.
4. Call for help and contact the Camp Director.
5. ONLY Head Counselors and or Camp Director are to contact 911.
6. All Medical Emergencies are to have Incident Reports filled out by the Nurse and possible witnesses.

Good to Know

- Don't give any medication to campers.
- All campers' medications shall be administered by the camp nurse only. Upon arrival the camper shall turn in their medicine to the camp nurse. The nurse will work out the schedule for administering the medicine. The counselor will be informed of the camper's medical needs. Key staff people will be given a list of campers on medication.
- Campers who have inhalers for asthma will keep them on their person. Remain calm if a camper is injured. Stay with injured camper and send somebody else to call for camp nurse.
- Do not play "Doctor." Let the nurse diagnose the problem.
- Never ignore an injury or a complaint of pain.
- If you are CPR Certified, assist staff with CPR procedures.

New Life Summer 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: _____