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# Who We Are

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# Camp Jonah History

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## Where kids laugh, hearts change, and God smiles

**Camp Jonah (CJ) began through the love of a Grandmother for her 24 grandchildren.** After many years of doing "Grandma Camp" on her 20 acres of woodlands, the desire grew to create a Christian camp experience for other children. "Grandma" Bernice Duke approached her son and daughter-in-law, Jeff & Beki Duke, with a dream to sell the homestead the family had owned since 1965, purchase the Old Trout Lake School, and start a camp. Her vision quickly spread. In the spring of 1996, Bernice sold her acreage and home; Jeff & Beki and family sold their 60 acre dairy farm and cows; the kids (Julianne, Carissa, Jerry, Angela, Brian) sold their 4-H cows, horses, chickens, etc. all to be part of the new adventure soon to become known as Jonah Ministries. In 2015 the name was officially changed to Camp Jonah.

**Camp Jonah is a Christian, 501(c)(3), non-profit camp and retreat center.** We're located in Trout Lake, Washington, at the base of Mt. Adams and bordered by crystal-clear Trout Creek. Within minutes, we can be caving, hiking, rock climbing, sledding, etc. One of the founding reasons for starting Jonah was to be able to take kids out into nearby creation, which naturally draws them to the Creator.

*Camp Jonah exists to be, live and share the Gospel of Jesus Christ through unique camp and retreat experiences (Mission Statement).* We are committed to providing a learning environment that is characterized as being safe, wholesome, secure, and fun!

We serve our local rural community, but have campers and staff from all over Washington and Oregon and beyond. Our facilities are open to all ages, backgrounds and nationalities. The summer months find us programming our own **Theme Camps**, which include:

### OVERNIGHT, ON CAMPUS PROGRAMS

- Prime Camp - grades 1-4
- Ultimate Kids' Camp - grades 4-6
- G.I.R.L.'s Camp/Man Camp - grades 6-9
- High School Camp - grades 9-12

### OVERNIGHT, ADVENTURE PROGRAMS

- Jr. High Adventure Camp - grades 7-9
- Middle School Adventure Camp - grades 6-9
- High School Adventure Camp - grades 9-12

### DAY CAMPS

- Day Camp 1 - Joining Primary Camp and Ultimate Kids Camp - grades 1-6
- Day Camp 2 - During Man Camp/G.I.R.L.'s Camp - grades 1-6
- Day Camp 3 - During Middle School Adventure Camp - grades 1-6

- Day Camp 4 - Joining Jr. Adventure Camp – grades 1-6

### ADULT AND FAMILY PROGRAMS

- Grand Camp - Grandparents with their grandkids grades K-6

September - June continues to find us busy in our ever-growing **retreat season**, along with steady community use. We host in excess of 50 groups per year, coming from Tacoma, Vancouver, Portland, Salem, Bend, Yakima, The Dalles, Hood River, and more. Along with church groups, we also team with Christian schools and Homeschool Co-ops for all-school retreats here. We are characterized by steady growth that we attribute to happy campers, generous donors, countless volunteer hours, and God's blessings.

Any non-profit ministry of value has a solid **Board of Directors** behind the scenes and we are no exception. Our Board consists of eleven individuals whose experiences include engineering, IRS, banking, teaching, coaching, raising great kids, business ownership, etc. They are all passionate about Camp Jonah's camping and retreat ministry, and are committed to hands-on involvement.

One of our greatest assets, and the lifeblood of Jonah, is our fantastic staff! The willingness by our summer staff, and many others throughout the year, to contribute countless hours shows how involvement in Camp Jonah offers life-changing experiences, and gives value to those involved. We good-naturedly joke that campers are just an excuse for staff to grow in the Lord! Returning summer staff and longevity of employees show that Camp Jonah is a place that people like to be a part of. We call them our Jonah Family.

We have **two main goals** at Camp Jonah—that each person who enters our doors has fun and that they take the next step in their walk with God. Fun and ministry keep us crazy-busy and wonderfully happy. We like to say that **God is our Camp Director**. We take great pleasure in following His leadership, and we're humbled and blessed by the amazing results of this place where kids laugh, hearts change, and God smiles.

# Ultimate Aims

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**Camp Jonah exists to be, live and share the Gospel of Jesus Christ through unique camp and retreat experiences.**

**We desire to reach this generation with the Gospel of the Lord Jesus Christ so that they may reach other generations for Jesus.**

- Genesis 17:7 NIV “I will establish my covenant as an everlasting covenant between me and you and your descendants after you for the generations to come, to be your God and the God of your descendants after you.”

**We desire to love, acknowledge, serve and follow God, our Camp Director.**

- Mark 12:30 “Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.”

**We desire to bring God glory**

- Psalm 115:1 “Not to us, O Lord, not to us, but to your name be the glory, because of your love and faithfulness.”

- Isaiah 28:12 “All that we have accomplished you have done for us.”

**We desire to be a place where kids laugh, hearts change, and God smiles.**

**We desire to be a place where God’s Word is honored, taught and followed.**

Romans 15:4: “For everything that was written in the past was written to teach us, so that through the endurance taught in the Scriptures and the encouragement they provide we might have hope.”

## Core Values

**Prayer** – listening to and being directed by God

**Partnership** – serving other ministries, building God’s Kingdom, networking

**Community** – being available to Trout Lake and surrounding areas

**Saying “yes”** – meeting the needs and requests of others, saying yes to Jesus

**Depth** – encouraging next steps, spiritual growth events, training, team building

**Creation** – experiencing God through the wonder of His creation

**Generosity** – being affordable, willing, giving

**History** – telling the story of how Camp Jonah began and how God continues to lead and provide

**Unique** – in our programming, location, setting, facility

**Safety** – in our attitudes, facilities, programming, policies

**Experiential** – in our teaching and worship and free time activities

**God's Word** – in its entirety and inerrancy

## **Statement Of Faith**

### **We Believe . . .**

1. That the Bible is the inspired Word of God and is inerrant, infallible and authoritative in the original writings.
2. In one God, eternally existent in three Persons: Father, Son, & Holy Spirit.
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, and in His personal return in power and glory.
4. That for the salvation of lost and sinful man, faith in the Lord Jesus Christ and regeneration by the Spirit are essential.
5. In the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a godly life.
6. In the forgiveness of sins, the resurrection of the body, and life eternal.
7. In the spiritual unity of the Church, which is the Body of Christ, composed of all who are regenerated through faith in the Lord Jesus Christ.

Duke Quotes:

*"Jonah exists so that we can salvage young people for the Lord Jesus Christ. The devil is snatching them up right and left and not many people seem to care. We want Jonah to be a place where the Holy Spirit is alive and kids that come in the doors will have their hearts changed by the Lord." Bernice Duke*

*"My passion is to see the next generation reached with the Gospel and teach them in turn to reach the next generation. We are starting to see it and it's exciting! Jonah exists to bring kids to Christ and Christ to kids." Beki Duke*

*"Jonah exists for God and to bring Him glory. When I think about the vastness of the universe and how small the earth is within the universe, and then how God chose to take us from the farm and place us here in this old building, I have to acknowledge that the only reason we exist is for Him and to fulfill His purposes." Jeff Duke*

# **What You Need to Know Before You Start**

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# Staff Life 101

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## What to Bring to Camp

Don't bring too much stuff! You may need to move a few times during the summer. If you have a choice between two similar items, bring the one you care least about, because camp living can be hard on things. And label all your stuff.

### Bring:

- Bible
- Sleeping bag, bedding, pillow, and an extra blanket for chilly nights
- Towels (it's nice to have two)
- A wristwatch (cell phones don't count)
- Notebook & pens/pencils
- Toiletries (including any prescription medications)
- Modest clothing for all types of weather (see Clothing and Appearance for guidelines)
- Swimsuit
- Pajamas
- Sandals
- Tennis shoes
- Water bottle
- Flashlight or headlamp with batteries
- Alarm clock (battery operated is best as you will not always have an outlet)
- Bug repellent
- Sun screen

### Do Not Bring:

- Inappropriate music
- Immodest clothing
- Electronic games/portable game systems
- Pets
- Candles
- Firearms or other weapons (please check it with the Camp Coordinator who will make some exceptions)
- Alcohol, drugs, or anything illegal
- Over the Counter Meds – will be available in our medic station

## Optional Stuff:

- Camera & extra batteries
- Stationery/Postcards/Envelopes
- Cell phone, ipod (**won't be allowed during working hours; exceptions will apply upon leadership approval**)
- Musical instruments and sheet music/chord charts
- Spending money
- Appropriate Books and Magazines
- Rainy day stuff for campers
- Bicycle or skateboard
- Laundry detergent – We provide this. If you want to bring your own detergent, you will need to keep it in your room unless you are willing to share it with everybody.

## Staff Housing

Because you will be living in a close community relationship with other people, it is important to follow these basic guidelines:

### Neatness

Since everyone will have roommates, it is extremely important to keep your part of the room clean and orderly. You must pass a personal bunk inspection at the end of each camp session before being cleared to begin your weekend time off. Our goal is to help each other grow in personal responsibility and respect for others in a community living setting.

### Privacy

Respect for others and their belongings is a basic core value of living in community. Personal property should not be borrowed without advance permission. Keeping exterior doors closed is a good practice. Men and women are not allowed in each other's dorm/cabin. Under NO circumstances are you to allow campers in summer staff housing period!

### Residence Hours

To do efficient work and stay healthy you will need to get proper rest. All staff are expected to be in their rooms with lights out at least by 11:00 pm on camp nights and 12:00am on days off. Staff leadership may change curfew as needed.

### Pets

Sorry, no pets are permitted.

### Staff Lounge

The Staff Lounge is located in the upper hall, second door on the right. It is furnished with easy chairs, couches, a sink and refrigerator for personal food and snacks. Staff are responsible for keeping the lounge clean. Random inspections will be made by the Program Director and all belongings lying around will be placed in our Dollar Box and must be purchased back. If you are on

a break, feel free to hang out in the staff lounge. No sleeping in the staff lounge – if you are tired and need a nap you have a bed and people are not required to be quiet in the staff lounge.

## Meals

### Location

Most staff and camper meals are served in the main Dining Hall. Always allow campers to eat first (unless you are a Cabin Leader). Take this time to sit with and get to know guest staff and campers.

### Meal Times

Meal times are listed on the daily schedules which will be posted on the bulletin board outside the staff lounge. Meal times may change last minute due to program needs. The standard meal times are 8:00 Breakfast, 12:30 Lunch, and 5:30 Dinner.

### Be on Time

Make sure you are on time for your meals; when you are late, it places a burden upon your fellow staff members. For this reason, there will be a closing time after which meals will not be served.

### Manners

Be considerate of others while sharing meals together. Remember good manners. Come to meals properly dressed. Shoes and shirts are required; no bathrobes or bathing suits unless otherwise instructed.

### Kitchen Policies

No food is to be taken out of the kitchen or dining room for any purpose without advance permission from the Kitchen Manager. Only food service staff that are on duty are allowed in the Kitchen or Dining Hall work areas. **No food fights allowed!**

### Staff Fridge

Staff members may label food items and store in the small fridge at the back of the Dining Hall. Please do not help yourself to others' food items. If you eat in the staff lounge, please clean up after yourself by washing any tableware or utensils you have used, and picking up anything you have dropped on the floor. Take all dirty dishes to the kitchen; do not leave in the staff lounge sink.

### Leftover food

Food for snacking will either be put in fridge in back of dining hall or labeled on a shelf in the kitchen for your use. Please see Food Service Director for location.

# Laundry

## **GUYS:**

Beki Duke will do all laundry for full-time male staff. You will each be provided with a laundry basket.

Simply drop off your basket inside Beki's back door and pick it up the next morning.

## **GIRLS:**

Girls will do their own laundry in the upstairs laundry room and will each be provided with a laundry basket. There is a bench in the laundry room where laundry baskets can be lined up. The basket closest to the washer is the next load to go in, so all new baskets should be placed at the end of the line and the line can slide up as laundry is completed.

All baskets should follow the clothes by being placed on top of the machine that the clothes are in. (ex: when clothes get put in the washer the basket is placed on top of the washer; when clothes get put in the dryer the basket is placed on top of the dryer.)

All clothes taken out of the dryer **MUST** be folded and put in the basket where they belong. Do not leave clothing stacked on machines or counter tops.

Baskets with clean clothes can be placed in the hall near the staff dorm. Please pick yours up and put away as soon as possible.

## **OTHER LAUNDRY STUFF:**

Extra baskets will be available for part-time staff.

Towels should be washed immediately so as to prevent mildew. Whenever the towel basket is full they should be bumped to the front of the line to be washed immediately. All towels are folded and placed on towel shelves.

All large blankets and sleeping bags need to be washed at Beki's house.

## Spiritual Health

All positions at camp are an essential part of the ministry and are seen as ministry positions. Every position is part of physically, emotionally, and spiritually feeding others with God's amazing love. To do this well you yourself must be fed by the Lord as well. One of the best ways of doing this is by forming "Healthy Habits". We must continually seek the Lord's guidance and direction, all the while realizing that God's joy and peace are not destinations, but journeys that unfold day by day. And so day by day we must strive to meet Him without exception. At the same time, spiritual growth is not like a math equation (Do A and B and you will become spiritually mature). Spiritual Growth is a thing of the heart. It comes from a passion to know and love the God who created you. Here are some basic Healthy Habits to work on this summer:

### PRAYER

When you make time for prayer and meditation you'll discover that no time is more precious than the silent moments you spend with your God. God promises that the prayers of righteous men and women can accomplish great things. God promises that He answers prayer (although His answers are not always in accordance with our desires). God invites us to be still and to feel His presence. So pray. Start praying before the sun comes up and keep praying until you fall asleep at night. Pray about matters great and small, and be watchful for the answers that God most assuredly sends your way.

*"You can talk to God because God listens. Even if you stammer or stumble, even if what you have to say impresses no one, it impresses God, and he listens." – Max Lucado*

*"Prayer may not get us what we want, but it will teach us to want what we need." – Vance Havner*

*"God delights in the prayers of His children—prayers that express our love for Him, prayers that share our deepest burdens with Him." – Billy Graham*

### SPENDING TIME IN THE WORD

In order to consistently reflect the Lord, you will need to protect times for daily study of God's Word. This should be a time alone with God so that He can speak to you with no outside distractions. It is too easy to keep each day full of other activities, perhaps all "wholesome and legitimate" at the expense of personal spiritual renewal. Find the time of day when you are at your best – that might be early in the morning, during your time off in the afternoon or later in the evening. Set aside time when you are most able to give the Lord your full and focused attention and not just have your devotions to check it off the list.

### WORSHIP

Some people say that they don't engage in worship. Don't believe them. All of mankind is engaged in worship. The question is not *whether* we worship, but *what* we worship. Wise people choose to worship God. Other people choose to distance themselves from God by worshiping things that are

intended to bring personal gratification but not spiritual wholeness. Such choices often have tragic consequences. If we place our desire for material possessions or social status above our love for God—or if we yield to the countless temptations of this world—we find ourselves heading in the wrong direction or empty. Worshiping God is putting him as number one in our lives, putting him in the driver’s seat, desiring Him above all other things. Realizing what has priority in your life is the first step towards putting Jesus in that driver’s seat.

*“Worship is spiritual. Our worship must be more than just outward expression; it must also take place in our spirits.” – Franklin Graham*

## **CHURCH ATTENDANCE**

For our full-time summer staff, church attendance is required. We believe that as believers we form the ‘church’ or the ‘bride of Christ’ and supporting our local church is one way to build up and support the bride of Christ. We also agree with Hebrews 10:25 which says, “Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another...”

We will be driving the Jonah bus down to Hood River Alliance Church each Sunday morning. If you would like to discuss other church options please feel free to talk with Beki Duke, the Camp Coordinator.

## **Time Off**

The same conduct policies apply when staff are off-duty or off-campus. Days off are yours, but they should be used primarily for physical rest and spiritual refreshment—camp is exhausting! On Sunday, staff will be expected to be ready for church by 8am.

CJ has a closed campus policy during the week unless otherwise scheduled with the Program Director or an emergency.

Because emergencies arise and/or relatives and friends stop by, we need to know where you are and how to contact you at all times—even weekends. Make sure you use the sign in/out sheet at the Staff Info Center. Please be as specific as possible so we can track you down in case of an emergency.

Again, the motivation is that all of us need to be accountable to someone. Staff members represent CJ and Jesus Christ whether on or off the grounds, so conduct yourselves accordingly.

Most staff members will have some time off during each week of camp. Different roles get different amounts of breaks. Though all staff members have equal value, not all positions get the same amount of time off. Your time off will appear on your Individual Schedule.

Time off is provided for one major purpose: to enable staff members to get the rest and rejuvenation that they need in order to function properly in the ministry of CJ. Please use your time off wisely. The effects of exhaustion on a staffer are numerous and negative. Exhaustion will

distance you from campers, rob you of your creativity and thoughtfulness, make you more susceptible to illness and injury, and lower your spiritual defenses. **If you return to camp from a day off and you are relaxed, refreshed, and ready to do your job well, then you have spent your time off wisely.** On the other hand, if you return to camp stressed and tired, then you have not spent your time off wisely.

### **During Time Off**

Your time off is a great opportunity for you to bond with other staff members. It is also a time for you to slow down, clear your thoughts, spend some time alone with God, reflect on the past week, and to pray about anything you might not have thought about or felt during the busyness of the week.

These times should be used for personal devotion times, sleeping, resting, laundry, etc... If you are off duty, please do not visit with those who are on duty. You are not permitted to leave camp during break times without permission from a supervisor. Please limit electronics time and spend time building relationships with each other.

## **WEEKENDS**

Your time off will usually commence around 8pm on Friday. Extensive travel during time off is discouraged, as days off are given for rest and rejuvenation, not the opposite. All off campus trips and any distance further than one hour must be cleared by the Program Director. If you are **under 18**, you must get permission from a Leadership Staff, preferably the Program Director or the Camp Coordinator, as well as sign out.

## **EXCEPTIONS TO TIME OFF**

Emergency absences will be at the discretion of the Program Director.

If additional time off is needed for special events such as weddings, **special permission must be requested before the beginning of summer camp season.**

## **Camp Computers**

The Camp Jonah computer system is company property. Staff use of computers and the internet during the week requires permission from the Camp Coordinator or Program Director for each use and will be only for work directly related to the camp in session. Staff use of computers and the internet on weekends requires permission from the Camp Coordinator or Program Director and is limited to correspondence (no games). Staff are prohibited from using computer equipment in any manner that violates federal, state, or local law, regulations or ordinances. Displaying, transmitting, or downloading any images, messages or cartoons of a sexually explicit or pornographic nature is prohibited and will result in immediate termination. Computer/e-mail access will be revoked for violation of any portion of this policy.

## Friends and Family

### *Email*

The CJ computers are company property. All documents, messages, and other communications are subject to monitoring without notice and no expectation of privacy shall be assumed by any user of the system. On weekends, and with permission from the Camp Coordinator or Program Director, staff may use the internet/computer at the staff desk. Please sign in and out in the log book next to the computer.

### *Social Networking*

Everyone, (well almost everyone) is a part of some type of online social network. While these sites/programs can be of a huge benefit and a great way to communicate they can also hinder our ministry or ruin a reputation. Remember that **you represent not only yourself, but also Camp Jonah and Jesus Christ**. What you post on online can be seen by campers, parents, community members, future employers, and fellow CJ staff. We ask that our staff be **completely above reproach in their behavior and profiles online**. Please use extreme discretion.

### *Telephones*

When answering a CJ phone, say, "Camp Jonah, this is \_\_\_\_\_ (your name)." Personal calls may be made on weekends only, from the phone on the staff desk (with a calling card), or from personal cell phones. **Personal cell phones may not be used without permission during work hours, and are subject to confiscation if the privilege is abused**. Calls on the camp phone must be limited to ten minutes and are for the purpose of staying in contact with family and prayer partners.

### *Mail*

Mail is to be retrieved from the camp mailbox only by the office staff. Mail that is placed in the outgoing box before 11 AM will go out the same day. Stamps may be purchased from the office staff or at the Camp Store. **Mail will be distributed daily during dinner. You are not allowed to take or look through mail on Beki's desk or out of the Mail Box before distribution**. Have your mail addressed to you as follows:

**Your Name**  
**c/o Camp Jonah Staff**  
**31 Little Mountain Rd**  
**Trout Lake, WA 98650**

### *Authorized Visitors:*

Family or friends who want to visit you at camp may do so only by prior permission and only when you are off duty. Visitors must not be with campers and they must sign in at the office upon arrival to obtain a visitor's pass and name tag. Visitors may only sleep in staff housing with approval from the Camp Coordinator, on days off and if space is available. Visitors may not visit in the living quarters of someone of the opposite gender. Visitors (approved by the Camp Coordinator) may attend program activities if accompanied by the Program Director or Program Intern.

We encourage limited visiting on your time off so you can rest.



## PERSONAL VEHICLES

If you decide to bring your own vehicle, we ask you to please be sure to observe these rules:

- Park personal vehicles in assigned areas. Personal vehicles are not to be parked in front of building while camp is in session.
- Camp Jonah will not be liable for accidents involving staff members in private automobiles.
- At no time are campers to be given rides in private or camp-owned vehicles, unless authorized or in the case of an emergency.
- We recommend that you never loan your car out to anyone!
- Personal vehicles may be used during Time Off. It is not to be used to get around camp (unless given permission).

## ELECTRONIC EQUIPMENT

Electronic Equipment may only be used when camp is not in session

This includes (but is not limited to) MP3 players, laptops, tablets, and cell phones. On the weekends, staff will be allowed to use their electronics. Abuse of this privilege will result in confiscation of electronics. Our goal in creating this policy is to create a unique camp community that minimizes distractions and maximizes our ministry potential.

### *Gaming Systems*

Please do not bring gaming consoles or portable devices: i.e. PSP, iTouch, Nintendo DS, Gameboy (you rock if you still have one), Xbox 360, Wii, Xbox, any version of Play Station, etc. If found with any of these items or like items they will be confiscated.

## MOVIES AND MUSIC

### *Movies:*

No movies are allowed to be played in the staff lounge or any public domain at CJ unless the movie and viewing audience have been approved by Camp Jonah Leadership Staff.

No movies are to be watched during the camp week unless it is a part of the approved camper program. On weekends staff are allowed to watch approved movies in a public area but must have 5 or more staff in the room. Try to be creative and choose a hike over a movie sometimes!

### *Music:*

Only approved program music can be played publicly at camp. This policy is in effect because we do not have the time to judge each song individually that everyone might like to play, so a general rule is necessary. If you are in a camp vehicle or using a vehicle for a CJ event, play family friendly music for the sake of all who may be listening or over hearing.

Some secular music is used for programming during the summer. This music has been pre-approved. If you wish to use a secular song or a movie clip as a teaching tool or for programming use, please ask the PD for approval.

If you bring music on your phone, mp3 player or computer, please have a “Jonah” playlist that family friendly. If your supervisor needs you to carry your phone during the week please ask before listening to music during your work assignment or personal time. Be courteous about the volume of your music.

## Relationships

### STAFF

The most important relationship you will have this summer is your relationship with the Lord. Second, will be your relationship with the campers. Anything that interferes with either relationship will detract from the camp experience. Remember that you are here to serve the Lord through serving the campers and their needs.

Camp is a great place to make lifelong friends, but our ministry comes first; therefore, dating is **strongly** cautioned against because it easily interferes with our purpose. If the leadership senses you are spending too much time with one person, they will remind you of the need to develop a wide range of friendships.

All conduct between men and women should be above reproach, at all times, in public and in private. To keep things above reproach and to avoid temptation, men and women do not spend time alone, but rather socialize in a group setting. Campers have eagle eyes for "girlfriend-boyfriend" relationships among the staff. Such relationships also distract other staff members and detract from staff unity.

### Guidelines

- Displays of romantic affection (holding hands, kissing, back rubs to individuals of the opposite sex, etc.) are not allowed. This includes those who also claim, “We’re just friends”. Those who are married are permitted to show appropriate amounts of public affection, as it is healthy.
- Those who are dating should not let the campers know about it and should not be exclusive in any way while on duty.
- If staff members of the opposite gender are in a room together, the light is on and the door is open (yes, even if you are watching a movie).
- Staff members of the opposite gender will not spend time one-on-one. If it is necessary for a job project, they will be in a very visible place.
- Remember that women's staff quarters are for women only, and men's staff quarters are for men only. No exceptions, except work assignments or emergencies.

- If you are at camp with your sibling (camper or staff), please avoid sibling interaction that may look inappropriate to others who don't know of your relationship. (Interaction which may resemble flirting or bullying etc.)
- Public physical touching from guy to guy or girl to girl also needs to be appropriate. This "humorous" behavior can be awkward to onlookers.
- We reserve the right to speak to staff members whose relationships with others have taken a top priority in their lives, and have begun to have a detrimental effect on their ministry at camp or is distracting to the program.

## CAMPERS

- Staff-camper dating is not ever, under any circumstances, allowed. Even the slightest flirtation will be grounds for immediate, swift, and severe discipline including possible dismissal from staff.
- It is **not** okay to flirt or toy with the emotions of campers. Handle campers' "crushes" in a mature way by being sensitive, yet firm. Any sensitive issues should be dealt with by leaders of the same gender.

## Clothing and Appearance

### GENERAL GUIDELINES

Each year when we update our staff manual, this section is often our hardest. What we want to write is simply: please dress modestly and responsibly in a way that brings glory to Jesus and does not distract any camper or staff member. If your dress is distracting, the message of Jesus may be lost! **It IS possible to dress stylish as well as modest. As you are packing for the summer, please keep in mind that what you are wearing not only represents Camp Jonah, but Jesus Christ.**

Your personal appearance is one of several areas in which we will submit ourselves this summer to standards which may differ from our own for the sake of the ministry. Below are some guidelines that are not an attempt to stifle you or to be legalistic, but an attempt to reach as many people for Christ as we can. **Camp Jonah reserves the right to define appropriate standards of appearance, and we should never have to make any excuses for your appearance.**

#### *Women:*

- Shirts must not be too tight and must reach below the waist of your pants/shorts. No cleavage should be showing (even when you bend over) and no visible bra straps. Let's stay away from spaghetti straps and most tank tops.
- Shorts and skirts should be about mid-thigh or longer.
- Yoga pants?? Just think modest, okay? Look in a mirror, ask a friend for an honest opinion.

- Swimsuits must be modest and non-revealing. If necessary, bring shorts and/or tank top (not white) to wear over your suit.
- Please don't wear garments with inappropriate designs and/or logos on them

#### *Men:*

- Wear a shirt unless you are swimming or playing sports or otherwise have permission.
- No Speedo style or brief swimsuits.
- No underwear above the waistline of your pants/shorts.
- Please don't wear garments with inappropriate designs and/or logos on them.

#### *Piercings and Tattoos:*

- We ask that all earrings and piercing be in moderation and non-distracting or physically limiting.
- Please cover any inappropriate tattoos you may have and be willing to cover any tattoos that might be distracting to campers.

#### *Other:*

- All staff members are to wear their staff shirt on opening day each week. This will help parents to identify you as a staff member and to entrust you with their children.
- For safety purposes, please wear shoes/sandals at all times unless otherwise instructed.

## Controlled Substances

As mentioned in the Clothing and Appearance section of this training, CJ serves a variety of people and our purpose is to focus on the "Camp Jonah experience" and "Keep the way clear to the Cross of Christ," rather than to draw attention to any individual staff member. We desire for all of our staff members to behave in a way that brings glory to Jesus. These guidelines are not an attempt to stifle you nor are they written in a spirit of legalism, but rather an attempt to reach as many people for Christ as we can. We understand that personal ethics regarding legal use of said substances is left to personal discretion but ask that you comply to a standard of policies while serving on CJ staff during our summer camping season. **Camp Jonah reserves the right to define appropriate standards of behavior, and we should never have to make any excuses for your behavior.**

- Smoking, use of marijuana or use of illegal drugs is not permitted while working for Camp Jonah, either on or off grounds. If age 18+ and off-duty, please be responsible when consuming alcohol. No alcohol is permitted on CJ campus.
- Displaying, transmitting or downloading any inappropriate images, messages or audio of a sexually explicit or pornographic nature is prohibited.
- Violation of these policies is grounds for immediate dismissal.

## Staff Conduct

Staff conduct will be consistent with the Christian faith. Conduct that goes against the Bible, state or federal law, or CJ policies may result in dismissal from the staff.

Staff members are representatives of Jesus Christ and CJ wherever they go. **It should never be necessary to make an apology for any staff member's appearance or actions.** CJ Staff are expected to have a growing relationship with Jesus Christ, an intense desire to share Christ with campers, a lifestyle and attitude that exemplifies the fruits of the Spirit, an attitude of respect for CJ rules and authority, and a team player attitude. Our members are chosen for their **love for the Lord that overflows to a love for kids.** All staff members are expected to put the needs of the campers first.

## General Camp Rules

Rules and guidelines have been put together to make the summer run smoothly, to keep consistency, to avoid conflict, and for the safety of everyone at camp. There may be rules that you do not understand or do not agree with. We ask that you abide by all of them, even if you do not agree with them. Often there are reasons for a rule that are hard to explain, or that are part of a bigger purpose. If you don't understand a rule, please feel free to ask the lead staff or program director for further explanation. If you understand it but don't agree with it, please consider your words and attitude about it and keep the purpose of ministry at camp this summer your focus.

### Litter Control

Part of good stewardship is keeping the grounds clean. Everyone at CJ is part of the "grounds crew." Never drop litter yourself, and please help us to be good stewards of what God has given us by picking up any litter you see.

### Electricity

Electricity is an expensive item at CJ. Please do your part to conserve electricity in every way possible such as not using excessive hot water and taking the responsibility to turn off any lights left on unnecessarily.

### Tools and Equipment

Many pieces of equipment can be dangerous if not properly used. These include any electrical system, lawn care equipment, dishwasher, meat slicer, vegetable chopper, CJ vehicles, and a variety of other tools. Hazardous tools and equipment may only be used with the permission of your supervisor, after proper training. Always observe safety precautions. When equipment needs repair, notify your supervisor. For OSHA standards no one under 18 may operate mechanical equipment.

### Fire

Become familiar with the location of fire extinguishers throughout the grounds as well as electrical shut-off switches, especially in areas where you work and live.

### Fireworks

Fireworks of any variety are prohibited. If you observe a fire hazard, report it immediately to your supervisor.

### CJ Vehicles

Only designated drivers may use camp vehicles. Camp vehicles are for camp business only. Please treat them better than if they were your own.

### Damaged Property and Pranks

You will be held responsible for any careless damage to camp property. No pranks are allowed!!

### Animals

No pets are to be brought to camp.

### Weapons

No weapons are to be brought, housed or used at camp. You may bring 1 knife.

### Keep off private property

### Noise Curfew

An 11:00 pm noise curfew is in effect every night. This means no amplified sounds indoors and quiet voices outside.

### Neighbors

Campers and staff are never to yell at or address neighbors in anything less than a courteous and respectful manner.

### Injured While Working

CJ carries *State Industrial Insurance*, **which applies to on-the-job injuries only**. State Industrial Insurance does not cover injuries occurring off-duty. If you are injured during the course of your duties as a staff member, inform your supervisor and the Camp Health Caretaker immediately. You will need to (or through the assistance of another) fill out an incident form immediately, whether you go to the doctor or not! If it is decided to go to the doctor or emergency room, upon arrival you must inform them right away that this is an injury which occurred at work. This will begin the necessary paperwork for your State Industrial Insurance. Waiting to inform the Camp of a work-related injury after your summer is over is too late!

### Be On Time

Staff members will be on time (five minutes early) to meals, meetings, and program assignments. SET YOUR WATCH TO THE DINING ROOM CLOCK! We have a saying:

**Early is On Time  
On Time is Late  
And Late Is Not Happening!**

# Staff Life 201

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## You are Part of a Team

### Together Excited About Ministry

#### Team Qualities

##### Goals

There is a common goal. Everyone has a clear understanding of what it is and how to measure it. In most American sports the name of the game is to win. If we “win”, the goal is met. But in team sports the whole team wins.

##### Roles

Each member of the group has a specific role to play and understands what that role is. Specific training is given for that role.

##### Support

There is an understanding that the primary unit is not the individual, but the team. Consequently, each member sees himself or herself as a support of the others. Often a great deal of thought is given to how two or more members of a team will specifically cooperate at different times in their effort (for different plays).

##### Training

Each individual needs skills but it is the entire group that eventually needs to be trained, to learn the rules, the plays, the context (the competition).

##### Timing

It is well understood that timing is of ultimate importance. The individual member must not only do his or her task well and in support of others, but also must perform it in the right time sequence in relationship to others.

##### Relationships

In most sports each member of the team relates to every other member on the team. Instead of a hierarchy, as one would have in a military structure, there is a broad based equality. Even though at a given time one member of the team may be more important to the outcome of the contest, there is general recognition of equality.

##### Dynamism

Most teams have to go with the flow. The situation is continually changing. The team has to continually regroup itself to face the present situation.

## Communications

A very high level of communication between **ALL** members of the team is expected and encouraged. A great deal of effort goes into making sure that both formal and informal communication systems exist.

## Staff Unity

Staff members who are loyal to each other and to the purpose of CJ (serving God) will be one of the keys to success at camp. This means that when problems arise they are discussed only with the person(s) involved and one's immediate superior (when necessary). Staff members are never to take sides with a camper against a staff member, and staff problems are never to be discussed with or in front of campers or among each other.

There is a natural tendency for staff members to become cliquish. This can cause feelings of alienation by the other staff members. Since we are all here for one unified purpose, every attempt should be made to acquaint with all staff members, as well as providing an atmosphere of unity among the staff. We are here to serve each other as well as the campers.

*"If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others."(Philippians 2:1-4)*

## Attitude

**"I am convinced that life is 10% what happens to me  
and 90% how I react to it."**

*Chuck Swindoll*

**YOU ARE IN CHARGE OF YOUR ATTITUDE!!** The earmark of the Christian walk should be joy. Why, then, would we not clean the toilets with joy? Fix a sink with joy? Play a game with joy? We are privileged to be a part of God's work here at camp. Make it your goal to show it by your attitude.

We are here to serve God through serving people. Every person who comes to CJ needs to be loved. A non-Christian should be able to see a difference in our staff and a Christian should feel loved, challenged, encouraged, and accepted by his or her fellow believers. There is a poor, a better, and a best way to do every job. We want you to be able to do the best job possible while serving. Remember that every position at CJ serves people, either directly or indirectly; let's strive to show Christ's love to every guest we come in contact with.

CJ is used of God in direct proportion to the quality of its staff. People, young and old alike, are impressed greatly by the lives of those who serve them. It is important to nurture our Christian walks continually so that we may influence others for Christ, so while we are nurturing others we too must be fed spiritually. If we are in the Word every day, this attitude will be a natural overflow



of our relationship with Christ! It shouldn't be difficult; it should be who we are. You will serve well only if Christ is in control of your entire life--attitude and action, belief and behavior.

## **Authority**

"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established." (Romans 13:1) You are responsible to the lines of authority that have been established. God has called us to respect and joyfully submit to those in authority over us.

A good understanding of accountability and a willingness to be held accountable by leadership on and off the job is crucial to having a successful summer. God has placed you under the direction of leaders, both on your job and in the daily living situation at camp. We believe that maturity is evidenced not by an ability to live without authority and rules, but by an ability to live with them.

## **Conflict and Resolution**

*"Our relationships with other people are of primary importance to God. Because God is love, He cannot tolerate any unforgiveness or hardness in us toward any individual".*

*– Catherine Marshall*

If someone has hurt you, or if you are the one at fault, don't put off resolving the problem. Camp is too short and too critical a time to afford unresolved feelings and issues. Be quick to forgive, remembering that you will never be asked to forgive more than you have been forgiven by God (Matthew 18:21-35). If you need to ask for forgiveness, don't procrastinate or hope the problem will simply be forgotten. Take the initiative to seek forgiveness, first from the Lord and then from anyone affected by your wrong-doing. Unresolved and unforgiven sin can easily become a root of bitterness that cuts deep into the ministry of camp (Hebrews 12:15).

What if you have a problem with the way camp leadership does things? Probably one of the most damaging things you could do would be to go to your friends and start talking about individuals and your concerns about them. There is a term for that. God's word says that *slander* is a form of judgment and condemnation, and a very serious matter. Rumors and gossip are quick and deadly in a camp situation. The trouble with gossip is that we seldom know the whole story and so we are very prone to creating misunderstandings.

When you have a problem with someone, look to Matthew 18. Go to that person first, not accusing him, but seeking understanding and resolution. If nothing is resolved, take it to the people to whom you are directly responsible and leave it with them. Don't make it your secret mission to go talk about it with every staffer at camp who will listen, as that would only cause more damage. When someone in leadership makes a mistake that affects you, you still need to support that person, pray for him or her, and seek resolution of the problem in the wisest and kindest way possible. That kind of loyalty is essential to being a good team member.

## When It Gets Tough

How willing are you to meet the expectations of ministry at camp this summer? Right now it may be easy to say, "Hey, whatever you want me to do, I can handle it." What about in the middle of the summer when you are tired and a little overwhelmed and you start feeling that the expectations are unreasonable? What are you going to do when you are asked to enforce a rule that you think is unnecessary? What will happen if you begin to feel that your personal needs are not being met, or that your personal rights are being violated? What will you do when communications get crossed and one person tells you to do one thing and another tells you something else? Keep things in perspective. God's expectations of you are reasonable (Matthew 11:28-30), and one of them is to obey those in authority, if at all possible. Consider what Paul said to the Colossians, "**Whatever you do, work at it with all your heart, as working for the Lord, not for men... It is the Lord Christ you are serving**" (Colossians 3:23-24). Pull your own weight, and do more than what is expected of you, remembering that you are also responsible to God.

Even though you will be very busy this summer, it is important that all staff members intentionally make time to pray, meditate on scripture, and spend time with the Lord. We want to encourage you in any way that we can to maintain a personal devotional time with Christ because:

- We desire for you to grow in your relationship with Christ
- We want you to have a source of strength and energy to help maintain the effectiveness of your ministry.
- We desire to build a community dedicated to serving each other, campers, and Christ.
- The leadership staff are here to serve you. If you are hurting or lagging, we will approach you in love. We also want you to feel free to come to us at any point throughout the summer. We are called to encourage each other and serve each other.

## The Program

### *Philosophy of Programming*

#### **Unique Characteristics of Camping**

- Outdoor setting
- Simple living (no radios, electronics, etc.)
- High ratio of staff to camper
- Living in community
- Regular times for rest, relaxation and reflection
- Concentrated times of Bible study presented, learned and applied

#### **We Will:**

- Use small groups for learning activities (a cabin leader – camper ratio of 1:8 or less or 1:9 for high school camps), allowing more interaction and personal contact.
- Encourage cabin leaders to build relationships by praying for campers before, during and after camp, and knowing each camper's name within the first hour.

- Encourage cabin leaders to have a one-on-one time with each camper, challenging them to take their next step in their walk with the Lord.
- Connect campers with churches for proper and long-term follow up after camp.
- Uphold the Bible as the inspired, infallible, and authoritative Word of God, teaching it as such.
- Present Jesus Christ as the Son of God and teach that salvation is by grace through faith in Christ alone.
- Keep each day full of planned activities instead of big chunks of free time. We will continue to add new, fun activities to our program and we will use creation to draw campers to the Creator.
- Provide a safe, wholesome, secure and fun learning environment!
- Use “teachable moments” as a way to reach campers. The unplanned moments are often the most valuable in reaching a camper. Most of Jesus’ ministry was done by way of interruption!

### *Where’s the Fun?*

Yes, fun has a purpose; camp wouldn’t be camp without a program filled with fun! It has been said, “Fun is the cornerstone for building children’s ideals.” A cabin leader’s fun-loving spirit and helpful guidance in a camp activity can readily create the mutual confidence necessary for sharing spiritual truth. The program at camp is the “essence” of the camper’s experience. Activities have been designed to provide a creative, fun, and exciting atmosphere that will build trust and credibility among the campers toward the staff, for the purpose of pointing campers towards the saving message of Jesus Christ. Our summer programs must always reflect and support this strategy in order to reach our goal. The most important part of making program activities a success is the attitude, enthusiasm, and cooperation of our staff.

### *Camp is for the Camper!*

The program is planned but flexible to meet needs. The components of this total program are to meet campers’ needs.

### **Spiritual**

by chapel with the speaker - by daily cabin devotions - by worship - by singing, fireside - by Jesus-oriented community

### **Physical**

by sports, nature hikes, swimming

### **Social**

by relations to peers and staff

### **Mental**

by challenging spiritually - by learning new skills and games

### **Emotional**

by spiritual growth - building relationships that are uplifting and encouraging.

Throughout camp there will be elements of the program that the staff will participate in many times. Even though these events, stunts, and activities might seem old or repetitive, they are new to the campers. Because of this, it is very important that staff approach each event as if it were

happening for the first time. A camper's response to the program is usually determined by the response of the staff. "The staffers always love the program." It is usually the noisiest and most spirited teams that win competitions!

Activities such as dress up, games and team competitions are designed to make camp a more memorable experience for the camper. Staff should encourage their team but not get overly competitive. **Though we want you to have fun it is important to remember that your purpose while playing camp games or activities is not to win or become the hero, but to make it the best possible experience for the camper.** Never is it acceptable to "bend" or break the rules. The campers pick up on that really quick and then think it is ok for them to do the same.

When we do an event as an entire camp it is a big challenge for the leadership staff to lead such a big group. It is critical that all staff members are actively involved. You are to not only be an active participant, but a conscientious leader. For example: Are your campers following instructions? Is your example helping them behave correctly?

If a game begins to slow down, or never really gets going, do something different to spark things again. Gather a few campers together and make a sacrificial, major assault in a capture the flag type game. Watch for kids who are too shy or "too cool" to get involved and take them with you. Even if it means losing, encourage the campers to be creative and to do the important stuff in the game rather than you doing it for them. **Above all, don't cheat, or turn a blind eye to your team cheating.** It may be fun to stretch the rules, but you will likely hurt someone's feelings (especially amongst younger campers) and provide a bad example. Go with the program. This is a good opportunity to model the difference that Christ makes in your life.

### *Basics of Camp Schedule*

Each Camp Session will contain the following elements in the schedule: (Family Campout and Grand Camp are exceptions to this list)

### **Sunday Staff Meeting:**

We start each session with an all staff meeting at 1:00pm. The purpose of this meeting is to get everyone back on board after the weekend and get ready for camp to begin. We will pass out schedules, activity forms, staff assignments, and any other information you may need for the week. Meeting lasts 1 hour or less.

### **Registration**

Registration begins at 3:00pm for each camp. Campers will come through the front door, head down to the gym for the registration process and meet cabin leaders on the field, then head to the field for field games and OPP. It is nice to have an extra activity on the field for early campers while other campers are still being registered. Camp Program normally starts at 4:00pm.

### **OPP**

Otter Pop and a Prayer is our camp tradition. All camps start with OPP which is led by our Program Director and her family. Otter pops are passed out, the Program Director prays for campers and camp. This signals to parents that it's time for them to leave and camp to begin.

We then do an all camp picture as well as cabin pictures that will be used on their camper cards and birthday cards. Camp program begins immediately following camp pictures.

### **SSO**

Safe and Secure Orientation will happen directly following OPP and pictures. Campers will be divided by gender and go through a brief camp orientation that includes the camp rules, code of conduct, child safety issues and how to communicate their needs or concerns during camp. This time is very important so please only go to the SSO if assigned and do not disturb the staff or campers during this time.

### **Morning Staff Meetings**

We have a 30 minute staff meeting each morning to get everyone ready and on the same page for the day. We expect all full-time, part-time and guest staff to attend these meetings. Morning Staff meetings are generally at 7am at the Duke's. Check tomorrow's schedule the night before to double check the time and location and to see if you're assigned an early morning work shift.

### **Farewell Program**

We have a farewell program at the end of each camp in the gym. We invite parents to come see a short recap of the week. For the majority of camps, the closing chapel will be at 2:00pm and camp ends at 3:00pm. All staff are encouraged to attend Final Chapel. It is mandatory for cabin leaders.

### **Recap & Rejoice**

Directly following each camp we will have our end-of-camp Recap & Rejoice meeting at the Duke's at 3:30pm (or as soon as all campers are gone). We like to keep these to an hour maximum. If you are part time or guest staff, please plan on staying for this meeting if possible. It is great to close the week together celebrating what the Lord has done throughout the week.

### **The Well**

We have a staff worship time the evening after camp ends. This is held at the Duke's house at 6:30 and lasts about an hour. Part time and guest staff are encouraged to attend this service if you are still around – mandatory for full time staff. We usually sing, pray, and have a short Bible lesson. Our weekend time off begins directly following The Well.

## **Personnel Policies**

### **Vandalism and Theft**

Any vandalism or theft shall be reported as soon as possible to the Camp Coordinator. Campers or staff will be asked to make restitution for willful damage to camp property.

### **Workplace Violence**

CJ is committed to providing a safe and healthy work environment and therefore prohibits any acts or threats of violence by any staff member, former staff member, or any individual coming onto CJ property or attending CJ-sponsored activities. All staff have a duty to warn CJ of any suspicious or questionable activity or situations that appear problematic. This includes, but is not limited to, acts

of violence, aggressive behavior, threatening or coercive conduct. CJ will not allow any form of retaliation for an individual coming forward about any potentially violent situation.

### **Reimbursement**

Staff may be reimbursed for the purchase of camp supplies by submitting itemized receipts for the materials purchased. All expenditures must be approved with the Camp Coordinator prior to the actual purchase. When making purchases, ask if the store provides a discount for non-profit organizations.

### **Reimbursement for mileage**

Each staff member is responsible for providing their transportation to and from camp. Mileage reimbursement for staff vehicles used for camp business, errands, or trips may be reimbursed at the current rate at the written request of the staff member.

### **Personal Property**

CJ will not be responsible for damage to or loss of staff members' money, valuables or possessions. Valuables may be given to the office for keeping in the camp safe. Any personal property to be used in a program must be checked out by the Camp Director for appropriateness and safety.

### **Condition of Severance**

Any staff member who is not in compliance with these policies or the Camp Jonah Statement of Faith and Code of Conduct may have their services terminated by the Camp Coordinator. Staff members may be asked to leave the premises at once if they flagrantly disregard staff policies or camp rules, engage in behavior which sets an inappropriate example or endangers the welfare of others, or use foul/obscene language or any action against the best interests of Camp Jonah, its staff, or guests. Camp Jonah' discretion in dismissing staff will be subject only to review by the Executive Committee of the Camp Jonah Board of Directors, which will be final.

### **Sexual Harassment Policy**

Camp Jonah (CJ) prohibits sexual harassment of its staff in any form, not simply because it is legally forbidden, but because it is far beneath the expected standard of conduct for any Christian. Employees must not engage in such harassment, and where such conduct is found to exist, discipline will result.

- Unwelcome sexual advances, requests for sexual favors, or other verbal, physical or visual conduct of a sexual nature constitutes sexual harassment when:
- submission to such conduct is made a condition of an individual's job *or*
- submission or rejection of such conduct is used as a basis for making job decisions affecting the individual *or*
- such conduct--intentionally or unintentionally--unreasonably interferes with an individual's work performance or creates an intimidating hostile or offensive working environment.

Any staff member who is aware of any instances of sexual harassment should report the alleged act immediately to his or her supervisor. If the employee is uncomfortable with discussing the matter

with the supervisor, or if the supervisor is not available, the staff member should report the alleged act immediately to the Program Director, Camp Coordinator, or a Board Member.

All complaints will be investigated immediately and, upon completion of the investigation, the appropriate parties will be notified immediately of the findings. Any supervisor, agent, or another staff member will be subject to appropriate corrective action, ranging from a disciplinary warning to termination. No staff member will suffer retaliation for reporting instances of sexual harassment.

We trust that all employees of CJ will act responsibly to maintain a pleasant working environment, free of discrimination, allowing each staff member to perform to his or her maximum potential. CJ encourages any staff member to bring questions he or she may have regarding discrimination of this type to the Camp Coordinator.

# Statement on sexuality

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We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Acceptance of one’s anatomical gender is acceptance of the image of God within that person.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death (Ps. 139). We are therefore called to defend, protect, and value all human life.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the values of Jonah Ministries.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (1 Cor. 6:9-11; 1 John 1:9).

Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Jonah Ministries’ faith, doctrine, practice, policy, and discipline, our board of directors is Jonah Ministries’ final interpretive authority on the Bible’s meaning and application.

We believe that in order to preserve the function and integrity of Jonah Ministries and to provide a biblical role model it is imperative that all persons in leadership at Jonah Ministries in any capacity, agree to and abide by this Statement on Sexuality (Matt. 5:16; Phil. 2:14-16).



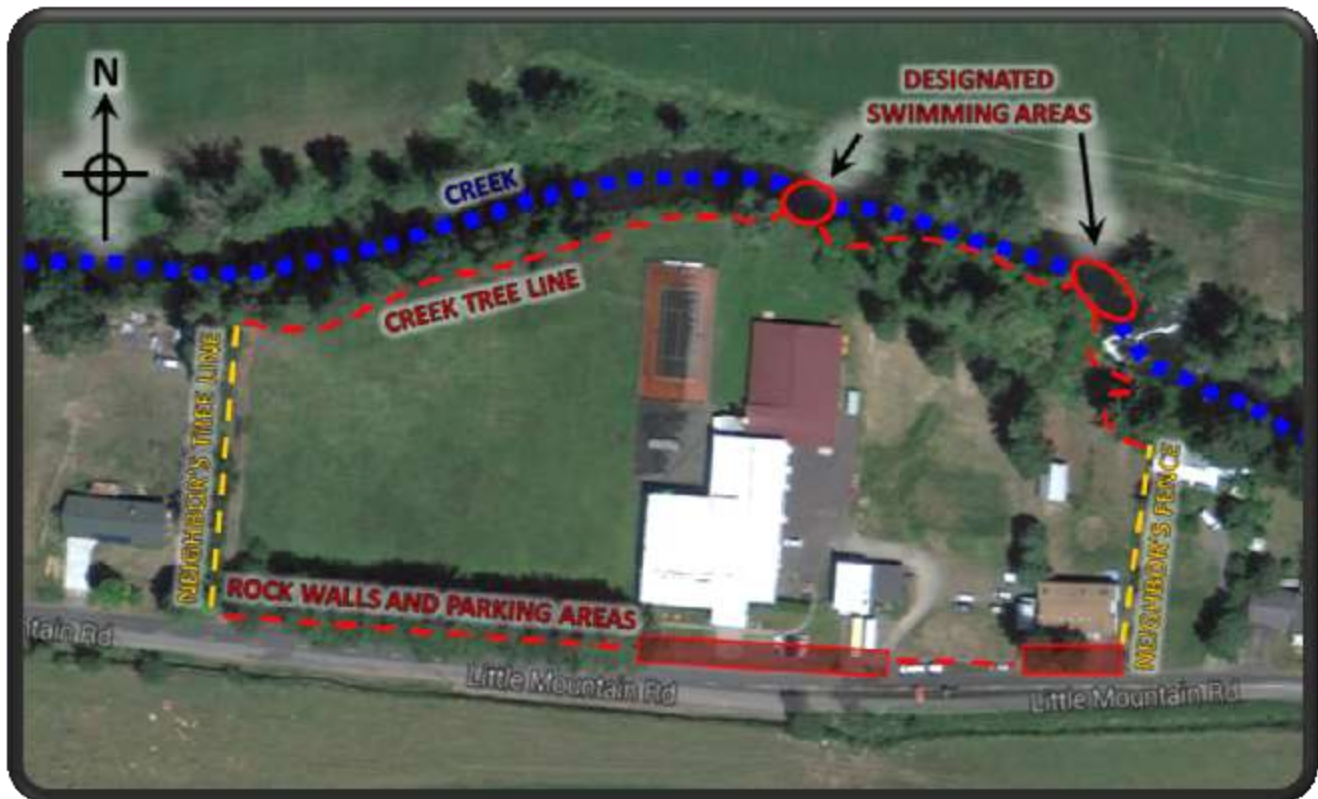
# Once You Arrive

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# Camp Jonah Grounds

## Campus Boundaries:

- South boundary: Rock wall - no campers on or over rock wall. Where there is no rock wall, the campers need to stay to the north of all parking areas.
- West boundary: Driveway, neighbors, trees - no campers past driveway at west end of field.
- North boundary: Trees - do not approach creek bank except during swimming hours (in designated area only).
- East boundary: Neighbor's wooden fence.



## The Office

### *Office Hours*

The CJ Office is a business office and should be treated as such. No staff shall be in the office after working hours (9-5) unless previously cleared by the Program Director(PD) or Camp Coordinator(CC). **The office is not a hang-out area.** The camp secretary or other administrators may be on important phone calls or in meetings and should not be interrupted or disturbed by casual hanging out. Please direct your questions to your staff leadership instead of the office personnel. **The secretary and bookkeeper desks are off-limits at all times** unless authorized to complete a task that requires material or equipment in his office (paper cutter, hole puncher, extra paper, etc.).

### *Office Equipment*

**All office equipment is off limits.** Only the Camp Coordinator, Program Director, bookkeeper, secretary, or designated office staff are to operate office equipment. DO NOT borrow office equipment for any reason! This includes tape dispensers, staplers, and scissors. The supply desk outside of the office door is stocked with supplies and is available for your use. Please promptly return all items borrowed!

### *Info Center*

The Info Center is located on top of the supply desk across from the Staff Lounge. The Info Center will be stocked with visitor name tags, staff sign in and out sheets, end of camp evaluations, daily and weekly schedules and any other camp or staff related information. Make sure to check the info bulletin board daily for important staff information.

## The Lunch Counter (TLC) & Camp Store

TLC is located in the lower level of the old bus barn on the east side of the building. We would like to keep TLC in its “new” condition as long as possible so will have stricter guidelines and policies in this facility. Please treat it with respect and help us take good care of it.

- TLC will only be open to campers at allotted times on the schedule and should be staffed any time campers are present
- If assigned to run the camp store or staff the TLC during a scheduled event you will also be responsible for picking up and cleaning before you leave that assignment.
- Feel free to use TLC for quiet times but when waiting for your next assignment please be in the staff lounge so your staff leader can easily find you.
- **Remember – TLC is NOT a *hang out* area – the staff lounge is for that purpose.**

### *Camp Store*

The Camp Store is located inside the Lunch Counter and will be open once daily during most camps. All staff may have one free item \$2.00 or less from the camp store per day (when it is open). Any additional items must be purchased. Personal purchases must be done while the store is open and not on personal time. If you are unable to go to the camp store during the allotted time it is open please notify your supervisor and they will get your free or purchased items for you at a convenient time.

## Camp Equipment

Every material item at CJ has been acquired through sacrifice and prayer. Please remember that we need to be good stewards of everything we have been given.

- Please put things away. Every year we have to replace expensive equipment due to negligence, loss and carelessness. Use equipment in a safe, fun, and intelligent way.
- Keys. There is a key box in the office with keys to all buildings, rooms, and CJ vehicles. If you need a key, check with your leader to get it for you. Make sure to return all keys immediately after use.
- Jeff's shop is off limits unless authorized. Do not operate any equipment without authorization and proper instruction. Make sure to clean and put away all equipment after use.
- We have a large storage container east of the chapel in which we store all our adventure and camping gear. Each year we lose things because of negligence to put things away in their proper place. The container is well organized so if you are instructed to put a sleeping bag or a camping stove away, please find the proper shelf to replace the item.
- All our program equipment and material is stored in Activity Closet. Again, please put things away in their proper place. Take time to be efficient and thorough. Think beyond your one task to the next time someone is looking for that item – will they find it in a pile of stuff on the floor or in the proper drawer or shelf? Help us run a smooth program tomorrow by making right choices today.

## Unauthorized visitors

- Approach any person who is on CJ grounds that you do not think is a camper or staff member. Greet them and ask if you can help them. If they are not a camper or staff member, please send them to the office or escort them if possible. **All visitors must check in at the office and obtain a visitor's name tag.** If there is a person or a group that you feel uncomfortable approaching, immediately get a leadership staff member.
- Campers may not have visitors during the week. Camp is not a public place and is open to pre-arranged guests only.

# Driving Camp Jonah Vehicles

## Driving Policies:

**NEVER exceed the speed limit on all public roads.** Because we have to drive through town/residential areas, you, as a CJ driver, are representing our ministry. We have had history of community members complaining and reporting our staff drivers because of unsafe driving or speeding. Think beyond camp program and be a positive, safe representative of CJ and the ministry we are trying to do in the community around us.

**Always observe the 5MPH speed limit on dirt and gravel driveways,** both for safety's sake and to minimize dust production. The road to the Ropes Course is partly gravel and partly dirt and is a private driveway for others. Be courteous and think beyond camp to be kind to those living on that road. The road to our Cave Creek Camp is also a private driveway and owners have generously allowed us to use their property for our camp program. Be kind and appreciative of their sacrifice by driving slow and keeping dust minimal.

## Vehicles

When driving or riding in a CJ vehicle, please be sure to observe these rules:

- All camp vehicles and equipment will be driven by designated drivers only. Drivers must be 16 years old with a valid Driver's License. Camp vehicles are under the direction of Jeff Duke and are to be used for camp business only.
- There are to be no passengers in the back of pick-up trucks unless authorized by Jeff Duke.
- All CJ vehicles have been donated to our ministry and we work hard to take care of them for long term use. Be gentle with camp vehicles and treat them as our prized possessions. ☺ Clean up all trash when you exit any camp vehicle.
- Further camp vehicle care instructions will be done during staff training with Jeff Duke.

# Dr. Hazzard Proverbs

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(Jeff Duke)

1. Be quick to listen and slow to speak. When given instructions, make a point to listen to all instructions and ask questions to better understand.
2. You can't learn until your cup is empty. If you "know everything" you will have no room to learn.
3. Excuses are like armpits; everyone has two and they both stink...
4. Effort takes no talent.
5. Your mama ain't here, so clean up behind yourself
6. Understand the value of this training. A lot of what you learn this summer are life lessons and will benefit you in future employment. Come ripe for learning and suck it in!
7. Never say, "I know"; say, "okay."
8. Go the extra mile!
9. Clean as you go!
10. If you see it – Make it Happen!!!

"We're not doubting that God will do the best for us; we're wondering how painful the best will turn out to be." (C.S. Lewis)

"Demand the best from yourself, because others will demand the best of you...Successful people don't simply give a project hard work. They give it their best work." (Win Borden)

"When a man says, 'I cannot,' he has made a suggestion to himself. He has weakened his power of accomplishing that which otherwise would have been accomplished." (Muhammad Ali)

"You discover a person's greatness by what it takes to make them quit. Perseverance is a determination under pressure to finish well." (Vince Dipaola)

"I can do ALL things through Christ who strengthens me!" Philippians 4:13

"A man who is not courageous enough to take risks will never accomplish anything in life." (Muhammad Ali)

"Champions are not made in gyms. Champions are made from something they have deep inside them—a desire, a dream, a vision." (Muhammad Ali)

# Camp Health Care 101

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The Camp Medic (CM) is available to campers and staff and can be reached during all hours in an emergency. The CM's phone number will be posted on the Staff Lounge door and on the Info Station bulletin board.

## REPORTING

- The CM must be alerted *immediately* anytime a camper or staffie vomits, has any kind of head injury or uses an epi-pen.
- All other injuries and/or symptoms of illness, no matter how unimportant they may seem, must be reported to the CM. Do not attempt to diagnose any illness or injury.
- Report all symptoms including: fever, headache, sore throat, cold, rash, itching, red or watery eyes, cuts, abrasions, slivers and ticks.
- ALL medication must be turned in at registration and be dispensed by the CM. This refers to both over-the-counter drugs and prescription drugs. Campers may keep their inhalers after checking them in with the CM. Upon approval of the CM, Staffies may be allowed to keep and dispense their own medication. Staffies may never exchange personal drugs with each other.
- Employee and volunteer staff are required to report any on-the-job injuries as soon as possible to the CM and the Camp Coordinator.

## RECORDING

- A completed current health history form must be on file for each camper and staff member.
- A permanent-bound log will be kept by the CM noting all complaints, accidents, illnesses and incidences of treatment, as well as documenting the dispensing of all medications.
- Dispensing of camper medication will be checked off on the Camper Medicine Form.

## PREVENTIVE CARE

- Encourage and model good health and hygiene habits with campers:
  - Shower at least twice weekly
  - Brush teeth in the morning and before bed
  - Wash hands frequently
  - Sleep or rest during FOB.
  - Drink *lots* of water (1 cup of water before any juice and at every meal)
- Clothing should fit the weather. Jackets and coats will be required during rainy or cold weather. Guard against sunburn by controlling extended exposure to direct sunlight and by applying sunblock.

- Appropriate footwear needs to be worn during each event.
- Have campers change out of wet clothing as soon as possible.

#### OFF-CAMPUS

- Never, under any circumstance, drink water from any lake or stream.
- Take jacket, sunscreen, insect repellent.
- Take a first aid kit and cell phone. Upon return, if any first aid treatment has been given, report to the HC and turn in the first aid kit to be replenished.

#### STANDING ORDERS

- Fever at or above 100 degrees Fahrenheit, vomiting (more than 2x), diarrhea: isolate patient from the other campers and staff until symptoms subside for a period of four hours. If symptoms persist beyond 24 hours, send the patient home.

#### UNIVERSAL PRECAUTIONS FOR BLOOD AND BODY FLUIDS

- Put on protective gloves before touching any body fluids.
- Scatter kitty litter on vomit. Use paper towels for clean-up.
- Place all contaminated items in Ziploc bag before throwing away.
- Remove gloves as instructed to minimize exposure.
- Disinfect surface area with bleach or Lysol.

#### MAJOR INJURY (When you cannot bring to the Medic Station)

- Send a runner for help and to call 911 if necessary.
- Do not leave or move the camper. Talk quietly to them.
- Keep activities going for other campers.

#### HINTS FOR THE MOST COMMON CAMPER COMPLAINTS

- Stomachache/Constipation: Drink more water; limit candy and pop
- Allergies: Keep inhaler with you.
- Sunburn: Limit time in sun; drink water; use sunblock.
- Nosebleeds: Bend forward slightly 10 minutes while pinching/plugging nose.
- Homesickness: Talk to Camp Coordinator who will help assess. Lovingly keep the camper busy. NEVER promise a phone call home.



# Forms

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## Accident Forms

What is an Accident?

- Something or someone unintentionally gets hurt.
- Example: Johnny is running and twists his ankle.
- Example: Eric gets rear-ended while driving a van full of campers.

## Incident Forms

What is an Incident?

- Something that happens as a result of an emotion or a poor decision.
- Example: Mary is homesick and cries all night.
- Example: George gets angry and punches Jack.

## Decision Forms

What is a Decision?

- Someone decides to take the next step in their walk with the Lord.
- Example: Amanda accepts Jesus
- Example: Jim decides to read his Bible every day.

## How to File Forms

- Find the correct form at the Info Desk, fill it out and return it to the Camp Coordinator.

# Emergency Procedures

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## IN AN EMERGENCY, CALL 911 IMMEDIATELY

Any treatment beyond basic first aid is done by the camp Health Care Provider. Treatment is recorded in a daily medical log (a bound book with pre-printed page numbers), dated, and signed. For each case referred for further medical treatment off site, an accident/incident report is completed and kept on file. Since the camp may be required to retrieve these until the age of maturity, both the incident report and the medical report form submitted with registration are kept for a period of 20 years.

1. Stay calm and level-headed.
2. Send, don't go, for the Health Care Provider, Camp Director, or nearest adult. Send two or three campers as a team to get help, advice, and support.

If necessary, activate the EMS (Emergency Medical Services) system by calling 911. Give first aid for life-threatening injuries as soon as possible. Recruit other qualified/capable individuals to assist you. In addition to the ill or injured camper(s), other campers will need care to help them stay calm, overcome fears, and interpret the incident.

## **EMERGENCY COMMUNICATION PROCEDURES**

1. Call 911. Follow instructions and **DO NOT HANG UP** until they hang up.
2. Refer **ALL** questions to Camp Coordinator.
3. Do **NOT** give names, place blame or admit fault or negligence.
4. Say, "I'm not authorized to answer your questions. Please talk to the Camp Coordinator."
5. Camp Jonah location - **31 Little Mountain Road; Trout Lake, WA**
6. Camp Jonah phone # is: **509-395-2900**
7. Camp Coordinator will contact Camp Jonah Board representative if necessary.
8. If necessary, Camp Coordinator will contact attorney.
9. If necessary, Camp Coordinator will contact camper or staff families directly affected by the incident.
10. If necessary, the Camp Coordinator will contact camp representatives and request they contact assigned camper families.

## **EMERGENCY ALARM SYGNALS**

In the event of a camp wide emergency event, it may be necessary to gather all personnel to one location for the sake of safety and/or organization. Once everyone in your group is gathered, Cabin Leaders will take a head count of campers and report to the Program Director. The Program Director will report to Camp Coordinator. Other staff will meet with Camp Coordinator to prepare for a plan of action, or evacuation as instructed by the emergency services personnel. The alarm signals will be as follows:

### **On-Campus Emergency – Evacuate to the Outside:**

One long, continuous bell ring indicates an emergency requiring all personnel to evacuate the building immediately. Everyone needs to quickly and calmly exit the building, following the emergency escape route posted in each room. Once you have safely exited the building with all campers/guests/staff you are directly supervising, gather your entire group in the west rec. field, in an orderly fashion, where you will count and identify all guests/campers/staff in your care. Remain in this location until further instructed.

### **On-Campus Emergency – Gather in the Gymnasium:**

Three short buzzers (possibly repeated) indicates an emergency requiring all personnel to gather into the gymnasium. Everyone needs to calmly and orderly make their way to the gym without delay. Once you have reached the gym with all campers/guests/staff you are directly supervising, gather your entire group, in an orderly fashion, then count and identify all guests/campers/staff in your care. Remain in this location until further instructed.

### **Off-Campus / Outdoor Emergency – Gather at Pre-Determined Meeting Area:**

Three short whistle blows (possibly repeated) indicates an emergency requiring all personnel to gather together for the purpose of getting organized. Everyone needs to calmly and orderly make their way to the designated meeting area without delay. Once you have arrived at the designated meeting area with all campers/guests/staff you are directly supervising, gather your entire group, in an orderly fashion, then count and identify all guests/campers/staff in your care. Remain in this location until further instructed. Should a search be necessary, three short whistle blows will again indicate the need to reconvene at the designated meeting area.

## **STRUCTURAL EMERGENCY**

Structural emergency refers to events such as building fires, earthquakes or other disasters that compromise the structural integrity of the building. During such an event, follow procedures for **On Campus Emergency - Evacuation to the Outside west field (one long, continuous bell/buzzer)**.

## **FIRE OR OTHER NATURAL DISASTER:**

Report to the gymnasium and follow instructions for an **On Campus Emergency – Gather in the Gymnasium(3 short buzzes)**.

## **ELECTRICAL STORM:**

In the event of a storm or threat of a storm, take the campers in your care to the closest shelter. If shelter is not available, go to a low sheltered area and huddle. If anyone is in or on the water, have them get back to land and into shelter immediately. If the threat of a storm occurs prior to any waterfront activities, alternate dry land activities will be scheduled.

## **MISSING CAMPER SEARCH:**

If a camper is reported missing, the emergency signal (three buzzers or whistles) will be sounded. Follow instructions for an **On Campus Emergency – Gather in the Gymnasium or Off Campus / Outdoor Emergency – Gather at Pre-Determined Meeting Area**, depending on the location. If the missing camper is accounted for in the head count, the emergency is over. If the camper is missing, campers and staff will be asked when and where they last saw the missing person and their condition at the time. A missing camper search will be conducted with staff searching designated areas as assigned. Cabin Leaders will remain with their cabin groups. If the missing camper is not located within one hour, the authorities and his/her parents will be notified by the Camp Coordinator.

## **OFF-SITE ACCIDENT/EMERGENCY:**

At least 2 staff members will accompany all trips, one of which will be certified in First Aid/CPR. The certified staff member will care for any injured. Uninjured campers may assist with First Aid as directed by the certified staff member. The other staff member may take two uninjured campers to seek medical assistance. Call 911 and report the nature of the emergency, your location, the location and condition of the victim(s), and the First Aid treatment being given. **DO NOT HANG UP** until the operator does. Follow the instructions given by the operator and either wait to direct the emergency services personnel, or return to the site to assist with the emergency. After obtaining medical assistance, call the camp and report the incident. Follow the procedures outlined in the Emergency Communication Plan. Complete and file a copy of the accident report form and/or vehicle accident report with the camp office.

## **CAMPERS INTERMINGLING WITH THE PUBLIC:**

Staff are responsible for the safety and welfare of campers at all times when intermingling with the public. Staff must be aware of the location of campers under their supervision in public places. All campers are assigned a buddy and are to use the buddy system at all times. The trip leader will designate specific times and locations for the group to meet (periodically if the group is separating for a longer time, or specifically when the group is departing). Head counts will be taken at each meeting time/place and prior to departure. Should campers become separated from the group, they

will proceed to the meeting site ahead of schedule and wait for the group. If necessary they may report to an authority for assistance. If it becomes necessary to search for missing campers, one staff member will remain with the group while another conducts a search and if necessary involves assistance.

### **ON-SITE STRANGERS/UNAUTHORIZED PERSONNEL:**

All visitors are to check in at the office and wear a visitor name tag. If an unauthorized person enters the grounds, they are to be referred to the Camp Coordinator. Any unauthorized persons will initially be politely asked to check in at the office. In the event of any question as to their willingness to cooperate, another staff member or camper will be asked to go to the Camp Coordinator for assistance. Campers may not be involved in conversations with strangers.

### **OFF-SITE STRANGERS/UNAUTHORIZED PERSONNEL:**

Campers are to be accompanied by a buddy at all times. If a camper feels threatened by a stranger they should immediately proceed to the designated meeting place, staying in full view of the public. They should notify a staff member of the situation.

### **VEHICLE EMERGENCY KIT:**

All vehicles transporting campers must be equipped with a first aid kit, emergency reflectors or flares, fire extinguisher, and an emergency communication packet. The emergency communication packet will include: camper health forms with parent/guardian's signature, maps and phone numbers of emergency services in the area, the camp phone number, emergency procedures, a cell phone and numbers and accident report forms (medical and vehicle). An additional adult will accompany all trips involving more than 15 passengers in one vehicle.

### **VEHICLE ACCIDENT:**

Care for the injured and call 911 and then the Camp Coordinator. Watch uninjured campers for signs of shock or internal injuries and care for their needs. Obtain accident information/emergency information using the forms in the emergency communication packet. Complete and file a copy of the accident report form and/or vehicle accident report with the camp office.

### **PUBLIC SAFETY ALERT:**

In the event that a public safety alert is issued by County, State, or Federal authorities, Camp Jonah will follow their recommendations for keeping our personnel safe.

# Camper Discipline Action Plan

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All discipline at CJ will be handled with a spirit of love and correction, rather than punishment. Focus on being positive, affirming and encouraging to all your campers equally. Your positive outlook on behavior and consistency in discipline will go a long ways towards preventing major discipline situations.

Campers will misbehave from time to time, and the majority of such behavior is of minor consequence. At times camper misbehavior may be serious enough to warrant adult intervention and subsequent discipline. The following is a list of serious misbehaviors and their appropriate remedies.

## **MISBEHAVIOR:**

- ☒ Physically or emotionally intimidating a fellow camper
- ☒ Teasing or ridiculing another camper
- ☒ Refusing to follow the instructions of a staff member
- ☒ Disruption of meeting and/or cabin discussions
- ☒ Public or private displays of romantic affection
- ☒ Swearing or inappropriate language or conversations, or name calling

In the event of serious misbehavior, the camper will be instructed by his/her counselor not to repeat the specific offense. At this point, a time out from the immediate activities may be given to the camper. It is important to be discreet in handling this, so as not to embarrass the camper.

## **INTOLERABLE MISBEHAVIOR:**

Campers who commit any of the following acts may be subject to immediate expulsion from camp:

- ☒ Stealing or vandalizing of any kind
- ☒ Possession and/or use of any controlled substance or contraband items
- ☒ Overt sexual behavior toward a camper or staff member
- ☒ Out of cabin past "lights out" without permission
- ☒ Entering the cabin area of the opposite sex

## **The ABCD Rule of Thumb!**

**A**ffection + **B**oundaries + **C**onsistency = **D**iscipline

1. Remove minor from situation
2. Communicate care, love, and concern for them
3. Define inappropriate behavior without attacking minor's character

4. Communicate lack of tolerance for behavior
5. Partner with minor in helping change behavior
6. Seek the root of the problem
7. Administer consequences with help of Leadership or Director (no corporal punishment)
8. Spend time extending grace and forgiveness. Christ is the perfect example
9. Restore relationship

***Physical punishment will not be threatened or inflicted upon a camper for any reason at any time.***

# Staff Discipline Policy

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Just as there are those who build up the body of Christ, there are also those who bring it down. A firing is a disappointment to all concerned, but it is an occasional reality. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. By using progressive management, we hope that most staff problems can be corrected at an early stage, benefiting both the employee and CJ.

The purpose of CJ's Staff Discipline Policy are as follows:

- To provide a positive living and working environment that promotes the spiritual growth of our staff
- To promote excellent service and to ensure a safe and productive work place
- To ensure fair treatment of all employees by making certain that disciplinary actions are prompt, uniform, and impartial
- To correct the problem, prevent recurrence, and prepare the staff for satisfactory service in the future
- To agree with the effectual work of God's grace that changes us to conform to his likeness

CJ recognizes that there are certain types of staff problems that are serious enough to justify either a suspension, or, in extreme situations, termination of assignment, without going through the usual progressive discipline steps.

## How it Works

CJ Summer staff will begin the summer with ten grace points. Points will be lost for violations of the guidelines set forth in the CJ Summer Manual. These guidelines have been put in place to provide what we feel is an ideal environment for our staff to live, work, and grow in their relationship with Christ.

When an infraction is committed, an incident notice will be issued by the Camp Coordinator or appointed leadership staff. A copy of the incident notice will be forwarded to the Program Director who will assign and log points. A notice indicating the policy violation, the number of points lost, and their current total will be given to staff personally upon infraction. Staff are free to argue their case with the Camp Coordinator for a reduction or removal of an infraction.

CJ recognizes that there are certain types of staff problems that are serious enough to justify either a suspension, or, in extreme situations, termination of their position, without going through the usual disciplinary steps.

The Following List is not exhaustive, but includes examples of ways to lose points and all infractions are subject to individual incidents.



## Scale

- Women are not allowed in the men's cabins or sleeping areas. Men are not allowed in the women's cabins or sleeping areas: **1 -10 points lost**
- Use of illegal drugs, including, marijuana while employed as summer staff. Abuse of prescription medication: **1 to 10 points lost**
- Under the influence of alcohol while employed as summer staff: **1 to 10 points lost**
- Illegal use of alcohol or tobacco: **1 – 10 points lost**
- You may also lose points if you are part of a substance abuse incident, whether or not you participated. (This means that if you are with someone who breaks the rule, you need to stop them or leave them) **1 to 6 points lost**
- Serious violation of CJ policies or Biblical morality. Examples: theft, violence, abusive behavior, inappropriate sexual activity: **1 to 10 points lost**
- Disregard for or intentional violations of CJ safety rules: **1 to 10 points lost**
- Insubordination towards supervisor or CJ leadership: **1 to 6 points lost**
- Misuse or abuse of CJ or staff property: **1-3 points lost**
- Unexcused absence from a work shift: **1 point lost**
- Unexcused tardiness of less than 15 minutes: **½ point lost**. For every fifteen minute period following, an additional ½ point would be lost. Example: 20 minutes late = 1 point lost. In addition, staff who are late to work may be required to stay late and complete additional duties.
- Unexcused absence from staff meeting: **1 point lost**
- Unexcused tardiness from staff meeting. **½ point lost**
- Poor work or failure to follow directions: **1 point lost**
- Intentional disregard for end of the week clean up duties **1 to 3 points lost**
- Inappropriate public display of affection: **1 to 3 points lost**
- Inappropriate attire, behavior, or language: **1 to 3 points lost**
- Inappropriate use of internet **1 to 10 points lost**
- Reckless or careless operation of vehicles or machines **1 to 10 points lost**
- Inappropriately negative or derogatory comments concerning food, program, dorm policy or supervision, other staff, or leadership decisions (it is ok to express concerns and ideas when directed through the proper channels.) **1 to 5 points lost**
- Negligence toward camper needs and comforts **1-5 points lost**
- Minor infraction of CJ policy: **1-3 points lost**
- Points can be lost for blatant disregard for other people, CJ policies or state and federal laws.

## Consequences

- At **seven** points left – Warning #1
- At **four** points left – Warning #2
- At **zero** points left – Warning #3 and possible termination

The only people that can fill out and hand in an incident notice are Leadership staff. A failure for these staff members to report an infraction may result in points lost for them.

When non-leadership staff notices an infraction, please refer to Matthew 18 mentioned in Conflict and Resolution.

# Child Protection

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## **CAMPERS' RIGHTS**

1. To have privacy when in private areas (bathroom, shower, cabins)
2. To tell someone when feeling uneasy about ANY situation
3. To be treated with respect
4. To be taken seriously

# Staff/Volunteer Code of Conduct - The 3 T's

We will **ALWAYS** be above reproach when interacting with minors within our organization. Unfortunately, our world has become so stained that people are quick to judge. Our actions and intentions must always be pure and honoring to Christ. The subject of physical contact is so fragile with kids and should be taken with the utmost concern and seriousness by every staff member.

The following are guidelines for appropriate/inappropriate conduct with minors:

## Talk

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> <li>a. verbal praise for achievement or behavior</li> <li>b. verbal encouragement</li> <li>c. scripturally based teaching (non-sexual)</li> </ul>	<ul style="list-style-type: none"> <li>a. compliments or questions relating to physique or body development</li> <li>b. sexual jokes, homosexual innuendoes, or bathroom humor</li> <li>c. swearing, vulgar language or use of slang words (homo, fag, gay, nigger, etc)</li> <li>d. discussions of a sexual nature</li> <li>e. verbal harassment or abuse</li> <li>f. individual secrets or special gifts</li> <li>g. sexual coaching or conversation</li> <li>h. physical demeaning humor (weggies, swirlies, etc.)</li> <li>i. lying, gossiping, name calling</li> </ul>

## Territory

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> <li>a. public one-on-one interaction (see policy below)</li> <li>b. group or public environments</li> </ul>	<ul style="list-style-type: none"> <li>a. sitting, lying or sleeping on a bed with a minor</li> <li>b. private one-on-one interactions</li> <li>c. Sharing of shower or bathroom stalls</li> <li>d. Walking round the cabin or shower room without covering private areas</li> </ul>

## Touch

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> <li>a. handshakes and high-fives</li> <li>b. girls walking hand-in-hand</li> <li>c. short, congratulatory or greeting hugs</li> <li>d. arm around the shoulders</li> <li>e. piggybacks with young campers</li> <li>f. leg sitting (camper sitting on one leg opposed to your lap)</li> </ul>	<ul style="list-style-type: none"> <li>a. Private back rubs, arm tickles, massages, etc.</li> <li>b. Touching of private parts (no exceptions!)</li> <li>c. touching a child in anger, disgust, frustration</li> <li>d. Hitting, kicking, slapping or punching</li> <li>e. frontal hugs with opposite sex</li> <li>f. sexual embraces</li> <li>g. lap sitting</li> <li>h. kissing</li> <li>i. intimate wrestling or tickling</li> </ul>

### **Modesty**

Staff or youth shall never “sit around” or “walk around” without a towel or clothing covering private areas during activities that encourage such behavior. (swimming, bathing, dressing etc.) Towels must be worn at all times ....going to and from shower. (No exceptions!) It is against policy to display sexual body parts intentionally (even if it’s a joke).

Removal of shorts, tops (for girls), or swimsuits will NOT be allowed for swimming and ANY time.

### **One on One’s**

All one-on-one interactions with youth must be done in a public place with others visible. (Must be seen, but not necessarily heard.) A third person is always encouraged in these settings.

**Consequences:** Any infraction of the above policy will be immediate grounds for dismissal with no chance of re-hire. A violation of one of these policies could not only be misunderstood by campers/staff, but result in legal consequences from parents. We are here to lead youth to Christ and these policies encourage this.

**For the safety of our youth, keep each other accountable in love.**

# 360° Supervision Training

**THE GOAL**-to establish a blanket of monitoring and supervision with which to detect peer to peer and adult to child grooming and abusive behavior before the actions occur.

**“360 DEGREE SUPERVISION THEORY”**- is a system of rules and principals to monitor the interaction of individuals in accordance with our organization’s Code of Conduct on the basis of 3 indicators: Who, Where, What.

## YOUR ROLE

### Step 1 Primary/Secondary Supervision

While serving as a volunteer/employee in our organization, you will be asked to supervise in one of two capacities at **ALL** times:

- **Primary Supervision:** *ANYONE* who assumes a role with direct supervision or control of any individual or group. (i.e. Cabin Leaders, programs/activities leaders, etc.)
- **Secondary Supervision:** *ANY staff/volunteer personnel* on property who are not in direct supervision or control of any individual or group.

Primary Supervision

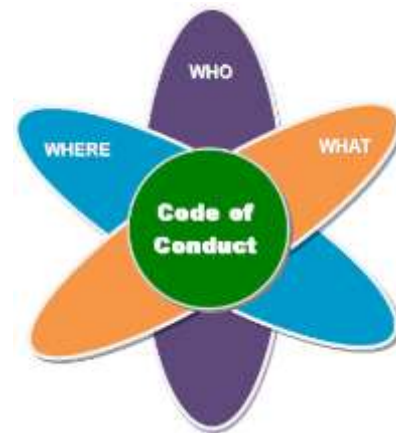


Secondary Supervision  
(Cabin Leader walking back to his cabin)

### Step 2 3 Reads

1. Who ..... are they?
2. Where ..... are they?
3. What ..... are they doing?

At **ALL times** and in any given circumstance you are asked to make 3 visual “reads” on interaction in adherence to our Code of Conduct



**W**ho are they?

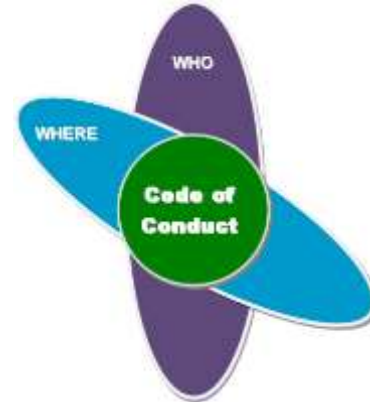
(What is their current role within our organization?)

- Is it a leader and a youth
- Is it two youth
- Is it a visitor on property.....?

## **W** *here are they?*

(Where are they located when you observe them?)

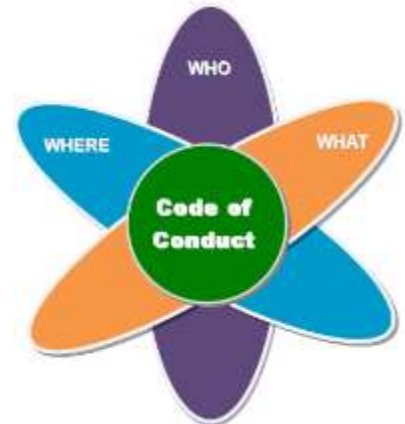
- Walking into the woods
- Going into a restroom unattended
- In a building or room not in use at that particular time....?



## **W** *hat are they doing?*

(What activities are they engaged in when you observe them?)

- Playing one on one at the gym
- Taking a shower in the same shower stall
- Sitting and talking at the gazebo.....?

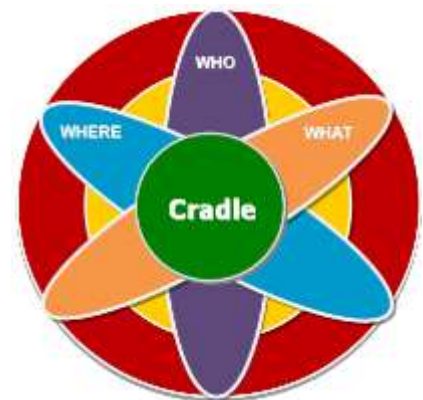


### Step 3 Assess: Compliance with Code of Conduct



- STOP** -Non-compliance (\*)
- CAUTION** -Questionable compliance (\*)
- GO** -Full compliance

(\*) Follow your reporting guidelines



# Child Abuse Awareness Training

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Definitions of Abuse:

**"Child Abuse"** is behavior directed toward a child by an adult that harms a child's physical or emotional health and development.

**"Child Sexual abuse"** is any act which results in the exploitation of a child, whether with their consent or not, for the purposes of sexual or erotic gratification. (Emotional or physical) This includes causing a child to watch sexual videos....look at inappropriate pictures or talking about their personal private areas in a sexual manner.

**"Emotional Abuse"** is a pattern of intentional conduct which crushes a child's/youth's spirit, attacks his/her self- worth through rejection, threats, terrorizing, isolating, or belittling

## Impact & Statistics of Sexual Abuse:

- According to multiple broad based studies, **1 out of 3 girls and 1 out of 6 boys will be sexually abused before they reach the age of eighteen.**
- **Almost 90% of child sexual abuse cases involve a perpetrator that the child knows and trusts.** Such as: a care provider, family friend, coach, student leader, or ministry volunteer
- **According to the U.S. Dept. of Justice, 250 – 500 thousand pedophiles or child molesters live in the U.S.**
- **Convicted** child molesters abusing girls have an average of 52 victims before criminal prosecution and conviction. Men who molested boys have an average of 150 victims before criminal prosecution and conviction.
- **Experts estimate that fewer than 10% of perpetrators are EVER criminally prosecuted,** because of the passage of time, legal time limits, adults who minimize an outcry from a child, or kids who **never tell.**
- **Adolescents with a history of sexual abuse are much more likely to engage in promiscuous sexual behavior**
- **Young girls who are sexually abused are 3 times more likely than others to develop psychiatric disorders or abuse alcohol and drugs in adulthood.**
- **Approximately 31% of women in prison were sexually abused as children**



- **Approximately 95% of teenage prostitutes have been sexually abused as children**

## **Recognizing a Child Molester/Abuser**

Unfortunately, child molesters have no uniform profile which might allow us to identify them. But

We do know some of the common characteristics among convicted male and female offenders.

Almost 90 % of convicted sexual offenders are male. This figure may not provide an accurate indicator concerning the entire abuser population, as female abusers are less likely to face criminal prosecution.

There are several characteristics that may signal the personality of a child abuser. These may include the following:

- Child abusers are typically afraid of adult intimacy.
- Child abusers search out children who are vulnerable and easily manipulated.
- A child abuser may refuse to take responsibility for his actions.
- A child abuser generally needs to control others.
- A child abuser may have been abused as a child.
- A child abuser often has a great desire for power.
- Child abusers typically have a low self-esteem.
- They may have bizarre or illogical thinking patterns.

## **Recognizing signs of abuse in someone who has been abused**

It is difficult to recognize the signs of sexual abuse in children since they tend to not share what is happening to them. Therefore, it is up to concerned adults or friends to recognize the signs. The impact of sexual abuse on children is vast and varied.

The most commonly experienced impact of sexual abuse is posttraumatic stress disorder (PTSD). This type of stress falls into three categories:

- re-enactment of the event
- avoidance or withdrawal
- physiological hyper-activity.

Each child is different though, and may experience any or all of these in various degrees of behavior. A frequent problem with sexual abuse is that the child engages in more sexualized behavior compared to children who are not sexually abused. Since the abuse took place on and in the body, the body becomes the enemy. They carry a great deal of pain and memories. They desperately try to cope with the pain which can lead to:

- eating disorders
- self-inflicting injuries

- poor body image
- generalized separation from and disregard for one's body
- Dissociation
- sexual impurity
- gender-identity issues.

• Survivors who live through the impact of childhood sexual abuse may have difficulty knowing where their personal boundaries are, how to maintain them, and how to protect themselves from those who do not respect or try to violate their boundaries. They are then vulnerable to further abuse.

**Trust** becomes a very big issue. Trust is harder to develop when the person who abused the child is a caregiver. The abuser is often someone who has a close relationship with them and should be someone the child can trust.

Problematic coping behaviors include: addictions, prostitution, overworking, inability to work, high-functioning, low-functioning, argumentative, avoiding conflict, perfectionism, and wanting to please others.

There are also many emotional effects such as helplessness, feeling dirty, confusion, powerlessness, and pain. Victims may not display these emotions by invalidating them by saying, "It wasn't so bad, it didn't really hurt." This is a way of self-protection leading to self-blame and self-hatred. Negative self image perspectives come into play with "I am bad, no one loves me, no one could love me, I am unlovable, and dirty. It's my fault, I am horrible."

The negative effects of incest, the most common form of sexual abuse, can be compounded by the reactions of parents, siblings, and other important people in the child's life. Sometimes siblings of the survivor blame the abused child, either because they believe the perpetrator's denials, or simply because of what reporting the abuser has done to the family. And when a child wonders if her mother knew about the abuse but did nothing to stop it, they can lose trust in both parents, not just one.

#### **Some of the signs of sexual abuse:**

- Physical signs include vaginal or rectal bleeding, pain, itching, swelling, or discharge, difficulty with bowel movements, urinating, or swallowing
- The child may have recurring complaints of stomach-aches and/or headaches; trauma to breasts, buttocks, lower abdomen, or genital or rectal areas.
- Their undergarments may also be torn, stained, or bloody. They may have vaginal infections or venereal diseases, and they may display difficulty in walking or sitting.

Not only does sexual child abuse cause debilitating circumstances for the child, God also makes it very clear in His Word that those who carry out the act against a child should succumb to drowning

in the sea. "And if anyone causes one of these little ones who believe in me to sin, it would be better for him to be thrown into the sea with a large millstone tied around his neck" (Mark 9:42).

## **Reporting abuse**

Federal legislation provides a foundation for States by identifying a minimum set of acts or behaviors that define child abuse and neglect. The Federal Child Abuse Prevention and Treatment Act (**CAPTA**) (42 U.S.C.A. §5106g), as amended by the Keeping Children and Families Safe Act of 2003, defines child abuse and neglect as, at minimum:

- Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or
- An act or failure to act which presents an imminent risk of serious harm.

This definition of child abuse and neglect refers specifically to parents and other caregivers. A "child" under this definition generally means a person who is under the age of 18 or who is not an emancipated minor. While **CAPTA** provides definitions for sexual abuse and the special cases related to withholding or failing to provide medically indicated treatment, it does not provide specific definitions for other types of maltreatment such as physical abuse, neglect, or emotional abuse. While Federal legislation sets minimum standards, each State is responsible for providing its own definition of maltreatment within civil and criminal contexts.

# **Working With Campers 101**

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# Camper Tips

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## First day of Camp

Try to get yourself behind the eyes of a camper arriving at camp for the first time. You may have just started thinking about camp a few days before. On the way to camp, you were recalling what you remember or imagined or dreamed about this place. Everything you observe in those first few hours at camp is seen through glasses tinted to the color of the thoughts and emotions and presuppositions with which you arrived. Whatever happens in that time quickly shapes your initial impression of this place and the people who are leading you; misinterpretation is probable. That is why the first day at camp is so important and why it is critical that a cabin leader **do everything possible to create a good first impression.**

Some tips to making a good first impression:

- Memorize their names (practice with them in a line if need be, make it a game)
- Focus Attention – make time, in the chaos of the first day of camp, to focus your full attention on each one of your campers for at least a few minutes if possible
- Build group identity and dynamic – wear shorts on your head to dinner, or have a cabin song or secret handshake. Be creative!
- Be intentional about helping the kids make friends with each other. Put extra effort into keeping the shy or withdrawn kids involved with the rest of the group.

## Talking to parents

Most parents who send their children to camp are very grateful for what their child receives while here at camp. Always think of yourself as a servant to the parents, assisting them in the training of their child. Though the campers experience is very important, the parents experience is also essential. Parents only get a small sample of camp life usually only the beginning and end of the camp. Those short moments and your interaction with them are essential to whether or not the camper might return the following year.

- Please be as friendly and courteous to all parents and visitors as you are representing Christ's love for others.
- Please be attentive to parents' needs. If they ask you a question that you can't answer, guide them to someone who can.
- If a parent is agitated or angry, listen carefully and objectively to all they have to say. Ask brief questions to make sure you understand them correctly, and then repeat back their concern to them. If you can take care of it, please do. If not, tell the parent you will talk to the correct authority, and inform them that "we" will get back to them. FOLLOW THROUGH!

- Did you see a camper do something great? Did you particularly enjoy a camper? Let the parents know, you will make their day.
- Parents are every bit as important to us as campers. We hope to minister to all who enter our campus through our loving witness.

## Last day of camp

The last day of camp is almost as crucial as the first day. It is amazing how close campers and cabin leaders can become in just a week of camp. Those tears on the last day are real tears. The most important thing you can do on that final day of camp is to remain available to your campers until the last one leaves.

A lot of campers have questions that they are holding onto until the end. So you need to be there for them that hectic last day more than ever. Be on the lookout for campers who seem to be seeking your attention. Try to spend at least a few moments of focused attention with each of one of your campers. **Pray, and ask God to make you especially sensitive and approachable, and to arrange significant conversations according to His purpose for your kids' lives.**

## In between times

There are always "In-between times", when you and your campers are waiting for the next activity or meal to start. These can be excellent opportunities to build relationships with your campers, or potential opportunities for trouble. This is partly because campers that are in transition are harder to supervise, and also because campers are creating their own entertainment at times like this. Also, staff members tend to use in-between times as open space for themselves, perhaps to talk together, use the bathroom, etc... This seems only reasonable, but the potential for problems is obvious. These are times that fights break out, homesickness erupts, vandalism occurs, and accidents happen. As much as possible, keep yourself in close interaction with your campers. Spend time moving up and down the line talking with campers. They are a captive audience, and usually like the attention. Watch for the good example of the cabin leader who is sitting on the grass surrounded by campers! The more tired you get, the more you will naturally tend to distance yourself from campers. Use these times to relax and hang out with them. It is always good to have some games prepared in your head that you can play on the spot (I Spy, I'm going on a trip, etc.).

# Cliques

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A *clique* is a group of people who share the same interests, views, purposes, patterns of behavior, or ethnicity. Membership in a clique is often, but not necessarily, exclusive, and qualifications for membership may be social or essential to the nature of the group.

Kids want to fit in whether at school or at camp or even at home. They don't want to be on the "outside" which makes cliques so appealing. Cliques can be harmful for kids by making them feel excluded, isolated, and not liked by others.

How to deal with cliques.....

- Be a positive role model for your campers. Show them that they can have a strong self-image and integrity and that they don't have to be a follower or manipulator in a clique.
- Don't promote cliques
- As a counselor or supervisor you have the responsibility to deal with cliques and may need to step in at times to deal with the situation.
- Promote the value of acceptance among your campers so that those who are "different" feel welcome.
- Watch for destructive behavior and stop it immediately.

# Keeping Your Stress Away From Campers

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Camp can be a very stressful environment. Dealing with co-workers, campers, and constant activity can cause stress for a camp staff. We are all going to get stressed out at some point this summer and we need to know how to handle it so that our negative reactions do not affect the campers. Children are sensitive to your moods and can tell when you are angry and upset. Don't let your negative attitude affect your campers. Important: Do not take your stress on your campers! Even if they are the ones causing your stress, do not pour out your emotions on them.

So here are a few ways to handle stress:

- Share your feelings: talk to someone, either your supervisor or another staff member. You are probably not the only one who is dealing with this and need to remember that there are people who understand and want to help you.
- Know your limits- You know yourself the best and how much you can handle.
- Take a break- If you feeling like you are about to breakdown, let someone know and walk away for a few minutes until you are calm enough to return to your campers.
- Practice forgiveness. You will deal with difficult campers and staff this summer who do things you don't like. You may need to just forgive them and move on rather than harbor bitterness which can cause stress. You can choose to either be bitter or better.
- Stay Positive. The more we have a positive attitude, the less likely we are to react negatively to stress.
- Don't try to control the uncontrollable. Things always happen that aren't scheduled and you need to remain flexible. Let go and let God!



# Dealing with Bullies

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Bullying is a big problem among children at camp. Bullying is any intentional, hurtful act, committed by one or more persons against another. Bullying occurs when there is an imbalance of power between a bully and a victim. The main types of bullying are physical, verbal, and relational.

Children attending camp are susceptible to a number of potential bullying situations. New campers, campers who perform poorly, and campers who struggle to make friends or appear different from others are particularly vulnerable to becoming victims of bullying. Bullying episodes may consist of exclusion by cabin mates, the creation of rumors about a fellow camper, taunting during a sports game, sexual harassment during shower time, or physical tormenting during periods such as “free time.”

Bullying can occur even before camp begins or after camp has ended for the day or summer. Campers communicate by instant messaging, email, social networking sites, and cell phone, discussing bunk or group selections and devising plans to create cliques or leave others out. Children may gossip about new campers, spread rumors about a campmate, or post inappropriate and hurtful content about a camper or counselor on the Internet.

To prevent and target bullying in a camp setting, supervisors and cabin leaders must create a positive and caring community. A successful camp environment occurs when supervisors and cabin leaders set an appropriate tone, gain and give respect, build relationships, and set clear rules and expectations for behavior.

Creating positive relationships is key to preventing bullying at camp. Cabin leaders’ actions toward campers, and toward one another, can either set the tone for respectful inclusive relationships or can contribute to an environment where bullying is likely to occur.

In combatting bullying, it is essential to take bullying seriously, paying careful attention to the warning signs and to children most at risk. Make sure children know that bullying will not be tolerated and that you will work with them to make bullying stop. Be sure to encourage empathy and to teach by example.

When you see or hear bullying, be sure to intervene immediately. When you do nothing, you send the message that bullying is acceptable. If you ignore or minimize the problem, victims will not believe that adults understand or care, or that they can help. Here are the steps to follow:

1. Stand between or near the victim and the bully, separating them if necessary, so as to stop the bullying behaviors.
2. Respond firmly, but appropriately. Remain calm, but convey the seriousness of the situation. Describe the behavior you observed and why it is unacceptable.
3. Get help if needed.
4. Do not respond aggressively. Be gentle, yet firm.
5. Avoid lecturing the bully in front of his or her peers.

6. Don't impose immediate consequences. Allow yourself time to consider the incident and obtain any clarifying information, and then decide the best course of action.
7. Stick around. Remain in the area until you are sure the behavior has stopped.
8. Follow up with each person involved separately.

Bullies must understand that bullying is not acceptable and will not be tolerated. To this end, it is important to impose immediate consequences that are appropriate for their offense and developmental level, and that are consistent with program policy. It is also important for children who bully to take responsibility for their actions.

Victims must know that adults care and support them and bystanders must understand the effects of their actions—or non-actions.

Check in regularly with the victim, the bully, and program staff to make sure the bullying does not continue.

Be sure to fill out an Incident Report and keep a detailed record of the incident. Include who is involved, where the incident occurred, whether it has happened before, and strategies used to address the problem.

Most of all, we desire for our camp to be a Safe Haven to all campers. Often a camper feels like a misfit at school, clubs, church, groups and even at home. If they feel loved here, they will be drawn to Jesus, and that is our ultimate goal.

# ADD/ADHD Tips

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Although ADHD may be more frequently diagnosed now than ever before, counselors would be wise to realize that all children have trouble paying attention, they are energetic, and sometimes hyperactive, and all children get distracted. Here are some tips to help keep campers on track.

1. **Give Simple Directions:**

Simple directions like “please grab your flash lights and meet outside the cabin” are reasonable, but “ok everyone, put your Bibles on your bed, put your journals in your luggage, brush your teeth, and don’t forget to put your toothbrush back in your toiletry bags, then grab your flashlights, but don’t forget to also grab your jacket and then meet outside the cabin, and make sure you go to the bathroom” would confuse the best of us.

2. **Stay Physically Close:**

When explaining something, be sure to fill up a big portion of their visual field because it helps them focus on your words.

3. **Sit Next to Distractible Campers:**

This will help the camper’s attention not tend to wander or distract other camper’s.

4. **Warn Campers Before Transitions:**

All campers benefit from knowing what to expect. – “Hey everyone, just a heads up, we will be leaving the cabin in a couple of minutes”

5. **Praise Campers for Listening:**

Praise them for listening and following directions, even if it is for simple things. NOTICE GOOD BEHAVIORS! They get a steady diet of how they don’t follow rules. – “Hey Billy, thank you for putting your towel on the line like I asked earlier”.

6. **Provide Intense Physical Activity:**

Giving children ample opportunities to run, jump, swim, and play helps release natural energy and can help them sit during meal times or stay put during rest hours.

7. **Accompany Distractible Children:**

You can physically accompany children during times you anticipate that they might get distracted or are clearly having trouble with following directions

# Treating Homesickness

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If you are a counselor this summer, it is more than likely you will deal with homesickness at some point or another. Don't take it personally, it's not you – it's just natural. The good news is that homesickness is normal and treatable. But if it is left untreated, intense homesickness can ruin a child's stay at camp and drain staff energy. Here are some ways to help treat homesickness:

1. Be Proactive:
  - Check In with campers Every Day.
  - Spend one-on-one time with each of your camper's every day, even if it is just for a couple of minutes.
2. Provide Empathy:
  - Tell children that their feelings of missing home are normal.
  - Tell them about a time that you missed home and share what you did to cope.
3. Ask About Coping Strategies:
  - Ask about the things they have done so far in order to make things better. Finding out what campers have already tried will help you give better advice.
4. Effective Coping Takes Effort:
  - Encourage them to keep up with any strategies that are working.
  - Explaining that the goal is to help the homesick feelings become less bothersome, will help the camper understand that it will require effort.
5. Pile on the Advice and Encouragement:
  - Here are some of the best ways to help the campers cope with homesickness.
    - Help them stay busy and distract them
    - Guide them to make friends
    - Talk with the camper with fellow staff members
    - Reading and writing letters from home
    - Helping them keep a positive attitude
    - Helping them remember all the fun things at camp
    - Reminding them that camp does not last forever
6. Express Optimism:
  - Boost the child's confidence by expressing optimism.

If you have a homesick camper, bring it to the attention your supervisor immediately. If you can't seem to help the situation within a couple of hours the CLC will inform the PD or the CC. **Never promise a camper they can go home or even call home**, simply try to help them through the situation. Depending on the situation, the CC will call the camper's parent to see how the parent would like to proceed whether that be a phone call with the camper, the camper work it out or the camper go home. This decision is between the CC and the parent, so be sure not to promise or suggest anything to a camper so as to make the situation worst.

# Sharing Your Faith

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## Your Testimony

For the purposes of a camp program, a well put together testimony should be about four minutes in length, be age appropriate, up to date and hit on three major elements. The 3 elements are:

### 1. Your Past (1 minute)

Realistically, portray what your life was like before becoming a committed Christian. Briefly share an emotionally touching statement about your past such as "I tried so hard to be a good person that I lived on an emotional tightrope!" or "My parents divorced when I was five. I used to cry myself to sleep regularly as I ached over my loss." Be sure not to exaggerate ("totally wretched", "always unhappy", etc.) don't use spiritual jargon (ie. "sinner", "lost" etc.). Just tell about your life as it really was. Remember to be brief as this portion of your testimony is not yet pointing them to Christ. The next part of your testimony will! This personal sharing, however, will help them to see some of your life change. Try to resist the temptation to spend 10 min talking about your past and only one min talking about Jesus.

### 2. How it Happened (2 minutes)

Give a clear word picture of exactly how you trusted in Christ. (approximately 2 minutes)  
Specifically, talk about the circumstances under which you came to know Jesus as your personal savior. (Ex: I finally understood that I could never be good enough and needed Jesus to stand in my place before God. I prayed and confessed my failures and sins to Jesus and asked him to forgive me and make me whole. I asked Jesus to be the Lord of my life.)

### 3. The Present (1 minute)

Give 2 or 3 highlights or ways that God has been working in your life since you became a committed Christian. Avoid exaggerations and implying ideas such as "always happy", "never upset", etc. Just reveal the actual life changing growth that you are experiencing. For example; "Even when things are not going my way, I still have an inner peace and even excitement that God is with me and giving me strength to come through a tough situation. I still get upset sometimes but it's not as intense as before and the duration is shorter than it used to be."

## Leading a Child to Christ

Having an understanding of the Gospel for yourself is the first key to being able to share the Gospel with someone else. Take time to review your own testimony and how you came to know Jesus as

your Savior. Sharing the Gospel with kids can be simple and straight forward if you remember a few key points.

### **Sin:**

In order to understand our need for grace, we must first understand our depravity. Help kids have a clear understanding of what sin is and where it is in their own lives. A simple way to explain sin to a child is: "Sin is anything we think, say or do that is unkind or wrong." Give simple examples like, calling someone a mean name (say), pushing, hitting, stealing (do) or having a bad attitude or thinking mean things about someone (think). Help them identify if they have sinned.

### **Consequence:**

God cannot be in relationship with someone who has sinned. Focus on lack of relationship with God. Relationship with God means that he is always with you and you get to be with him in heaven someday. God loves everyone and wants everyone to be in relationship with him but can't because of their sin.

### **Forgiveness:**

The great news is that when Jesus died on the cross he took all the consequence for our sin so that we could be in relationship with God! All we have to do is confess our sin to Jesus and ask him to forgive us and he will clean our hearts from any sin we have ever done! Isn't his forgiveness amazing!

### **Pray:**

If you feel your camper truly understands the Gospel, ask them if they want to pray and ask Jesus to forgive them and be the Lord of their life. If they say yes you can either lead them in a prayer or let them pray. If they say no, don't pressure them. Tell them you will be available if they change their mind or have any questions. Encourage them to talk with their parents or other staff for further discussion.

An example of a lead prayer might look like this:

Dear Jesus,

I want to confess to you that I have sinned.

I have thought things, done things and said things that are unkind or wrong.

I know that because of my sin I cannot be in relationship with God.

I believe that you came and died for me and took all the consequences of my sin.

Please forgive me for my sins and wash my heart clean.

Please come into my life and be my Savior.

Thank you for saving me. Amen.

# Leadership

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## Follow the Leaders

Leadership ability, love and a willingness to learn are the most important qualifications a cabin leader should display.

**A Leader is someone who has followers.** As a leader your first concern should be your followers. Use Jesus as your example. Constantly seek to determine the needs of your campers and how you can meet them. How can your campers get the most out of their camping experience? What can you do to make each moment fun, worthwhile and a learning experience?

**A Leader is leading his followers somewhere.** What goals and objectives have you set for yourself as a cabin leader? What do you want the children to get out of camp? What things about you will make you a good example of what it means to be a Christian? Being a cabin leader is not something you do, but something you are.

Your campers will assume a group personality. For the most part that personality will be determined by your own. If you are positive and excited about camp, your group will be also. The opposite is true. Your campers will display the same traits as you, their cabin leader.

**A Leader has to be able to identify with his followers.** You need to look at each camper and try to determine what he or she is like. Consider their feelings and emotions. Never humiliate a camper in front of his or her peers!

**A Leader should be able to identify with his followers, but he must also be beyond them in maturity, sensitivity, wisdom and ability.** A cabin leader is not “just one of the gang.” A cabin leader should show much more maturity than the campers they are supposed to lead.

**A Cabin Leader should be the caliber of a person whom the children can say,** “When I’m at my best I want to be a person like my cabin leader.” The camper should see in you the example and pattern of the person they need and want to be.

The most important tool you bring to your cabin leading ministry is yourself! God wants to use you as a tool through which He will meet the needs of your campers. **YOUR AVAILABILITY TO THE HOLY SPIRIT IS EVEN MORE IMPORTANT THAN YOUR ABILITIES AS A CABIN LEADER.** Are you willing for God to hold you up before a group of campers and show them what a Christian is like?

**A leader has to be a person other people want to be near.** We need to be aware of the importance of being encouraging. We all like to be near people who expect the best from us and enable us to be the best we can be. While negative leadership may keep a situation from getting out of hand, it will never bring a child beyond the problem or cause him to grow. It shows real leadership and ability on your part when you praise more than criticize. Be encouraging not only to the children in your cabin group, but to fellow staff members as well.

**Look, listen, learn.** Have you ever met one of those people who think he's God's gift to the human race? The type that knows everything and tells you so! They've had experience, read books on cabin leading, attended seminars...

Remember, being a cabin leader is not just something you do or say or know, but something you **are**. Give me a cabin leader who says, "Here I am, I don't know all there is to know about cabin leading, but I'm willing to learn. You show me what to do and how to do it, then I'll give it my all, do my best" ....that's the kind of cabin leader who'll do a great job!

Come to camp with the attitude of a learner! Be willing to learn from leadership staff, fellow cabin leaders, and kids! Be willing to put what you've learned into action. This is more important than coming to camp with all the skills and experience you've acquired.

## Being a Leader

### Safety first

As staff members, your first and foremost responsibility is for the safety and well-being of all those in or involved in your program, whether staff or campers. All ideas, procedures, games, and tasks should be carefully thought through with safety in mind. (This does not mean simply wearing a helmet when jumping off a building). If there is any doubt of something being dangerous, DO NOT DO IT! When in doubt, ask the Program Director. Many things may seem harmless at first, like pushing someone out of a boat or lighting a candle in your cabin to burn up camper smells. These things can end in a drowning or dangerous fire. Don't be fooled – you will be held responsible for your actions *and* the actions of those who work under you. Putting safety first is not only part of a decision-making process, but something that you have to be intentional about. Just because it's the way it's always been done, doesn't mean it should necessarily still be done that way. As summer staff, we need to be proactive in looking at the way we do things, take care of equipment, games, etc... and asking if there is a safer way.

### Keeping other activities and staff in mind

Because there are so many different activities and staff that all use the same equipment, buildings, and areas, we need to keep other areas in mind with our actions. Remember that you might not be able to come back later to clean something up because there might be another group right behind you coming to use the same area. Running late to an event or staying late can drastically affect



other groups or the program schedule. Although it is great to take ownership and pride in your program, it is important to remember that we are all working for the same goal and the same Jesus. As servants of Jesus, we need to keep big things big and little things little. That means that we need to stay focused on what matters and let go of things such as one group getting to use the rubber chickens all the time and your group being stuck with the real chickens?

## Doing your best even when...

Being a leader means doing your best even when you are not at your best. This is going to be a hard summer. You might get sick, you may be exhausted, you might get frustrated with your co-workers, or you may simply have a bad day, but “The show must go on”. True leadership is revealed when everything hits the fan. It’s ok to be emotional, stressed, or frustrated with someone (remembering Matthew 18), but don’t let personal issues stop you or distract you from your mission this summer. If you have an issue with someone – talk to them about it right away so that you can move on. If you don’t like the way we do something, let us know in a loving and respectful way. Often there will be a game or process that you think should be done differently. The best way to make change happen, unless it is a safety issue, is to try the pre-planned way first, show us you can do it well, and *then* suggest a change. Remember that we are all here to serve Jesus and the campers. Sometimes we need to put aside our wants or preferences and let God work through us to reach the campers this summer.

## Rules and approaching rule breakers

Though some rules may seem silly, they are there for a reason. As camp staff we are **all** considered leaders, it is not important that you agree with every rule, but it is important that you support and uphold every rule and procedure. Disrespect for a rule through slander or disobedience shows disrespect for our camp and its ministry. Inconsistency with rules can cause frustration with staff. Letting things go until they become serious issues can make for an uncomfortable situation for everyone involved. In saying this, approach issues right away. Make sure to have the right attitude & talk to the program director or lead staff if you have an issue with a rule. Complaining to other staff about it doesn’t help & only creates a negative atmosphere!

## Representing Christ

Everyone staffing at camp is some type of leader, whether it be to other staff or campers. Being a leader means representing Christ and Camp Jonah to all that come on our grounds. A camper and summer staffer’s experience and thoughts of CJ will largely be based on their experiences and thoughts of you! The way you treat others, encourage others, and serve others, and the way you handle conflict, stress, discipline, hardships, and teamwork will say “This is Camp Jonah” to them. Keep this in mind as we serve together this summer.

## Life Lesson

Each paragraph in this section applies to real life outside of camp also. Those who live for **J**esus first and **O**thers second and **Y**ourself last will live lives of **JOY** that draw others to Jesus.

# Dream Team

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# Dear Dream Team Member

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Are you ready to spend your summer serving others? The Dream Team plays a unique but EXTREMELY important role during our summer camps. You might not get to build deep, lasting relationships with campers, you may not get to participate or even lead games or activities and you might not get to be in a skit or hear the camp speaker – but you WILL get to create an atmosphere for the campers where they can have the best “camp” experience possible! Our goal as a Dream Team is to help the campers have the best week of their summer and freely encounter Jesus! We do this by cooking great meals for them, cleaning bathrooms for them, setting up, leading and cleaning up activities for them. They might not even know you are there; they might not say “Thank You”; but still we serve because we are working to honor Jesus!

Your days will be long...

Your week will be longer...

You will work hard...

You will be tired...

## **But...**

You will laugh!

You will build life-long relationships!

You will have FUN!

You will grow in your walk with the Lord!

## **So prepare yourself to work hard, play hard and grow hard!**

## **Visiting Program Activities**

All Dream Team members are welcome and encouraged to attend program activities, chapels or camp fires when work schedules permit.

### **Please:**

- Remember that you are there to participate and be a part of what is happening. Your goal should be to build relationships with the campers.
- When attending chapel or campfire, be on time, and plan to stay until the end.

- When evening activities have concluded, please leave within ten minutes so that the campers and staff are able to have cabin time & get to bed.
- All staff are warned against keeping another staff person from properly performing his/her duties because of visiting/socializing.
- Let campers answer questions or participate first. Be in the background.

To be effective, our staff must work together as a team, with every member doing his/her part faithfully. There must be no jealousy or comparing of workloads. Each job has its advantages and disadvantages, its slack times and its pressure periods. We must be ready and willing to assist other departments when needed.

## Camp Kitchen 101

One of the hardest jobs at camp is working in the kitchen. That being said, it can also be the most fun and most rewarding job at camp. Our desire is to not just put food on the table for campers, but to create a unique and inviting experience whenever campers enter the Dining Hall. Their dining experience should be one of creating memories and building relationships. You, as the kitchen staff, should work hard to be joyful, positive and intentional with getting to know campers as they come through the dining hall. Remember **Kitchen work is TRUE ministry!** It should be done well for Jesus with a happy heart and a joyful smile!

Here are some hints that will help you during your time in the kitchen this summer!

### THE 20 RULES, HINTS, GUIDELINES, WISHES, REMINDERS OF THE KITCHEN.

1. Be professional in your appearance. Be neat, clean. Good personal hygiene somehow makes the food taste better!
2. Don't ask too many questions. Look around to see what needs to be done and read the menu and the To Do List on the side of the fridge *before* asking. Learn to be a self-starter!
3. Always be early for your shift and never leave without approval!
4. Wash your hands as soon as you enter the kitchen!
5. Wear gloves when preparing any fresh food or anything that will not be cooked/baked!
6. Do not use the slicer unless you are age 18+ *and* you have been trained!
7. Things kick into high gear about 30 minutes prior to each meal. Be on High-Speed Alert!
8. Don't stand around watching people work. There is always something to be done! Check the List!
9. Put things away in the right place, not just out of sight!
10. Be a "yes" kitchen whenever possible! Say "yes" to guest requests as often as possible!
11. Clean as you go!
12. Put others first and no complaining!
13. Positive attitudes! Smile!
14. Modest dress. If you have to ask, it's probably not okay!
15. Long hair pulled back. Every time!

16. The kitchen is not a hangout area!
17. Music: Christian or family-friendly!
18. Add grocery needs to shopping list immediately!
19. Remember **Who** you are serving. Do it all for the glory of **God**!

## **Dream Team Coach:**

Our Dream Team Coach has been hired and trained specifically to lead you! They will train you, work alongside you, mentor you and be available to you whenever possible. If you have any concerns or needs they are available to you. Feel free to be honest and open with them – they are trustworthy and have chosen to work at Camp Jonah specifically to work alongside you.

# Cabin Leaders

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# Cabin Leaders 101

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## DEAR CABIN LEADERS,

Congratulations on making the decision to serve at CJ this summer! It will likely be the most challenging and most rewarding summer of your life! Over the summer, you will be working on the front line of our ministry. You have the great responsibility of representing CJ and, more importantly, Jesus, to anywhere from 10-100 campers this summer, depending on how long you are here. Whether a camper has a great week or not will heavily depend on you. Your love for Jesus and for your campers will make all the difference. If at any time you feel overwhelmed, have questions, or need help, it is your responsibility to make that clear to your supervisor so that we can best support you and your program. May God work in and through you in amazing ways!

**You report to:** Program Assistant or Program Director

**These people report to you:** Your campers

**Some things to think about before starting:** What is your motive in coming to camp as a counselor? Are you doing it to satisfy your own thirst for fun and adventure? Is it for approval from God or from people? Are you motivated to meet some special guy or girl? Or are you coming to serve the needs of the kids God entrusts to you? Motive matters to God. To be an awesome counselor, take on the attitude of Jesus, and you will find yourself looking out for the needs and interests of your campers ahead of your own needs and interests.

## Cabin Leader Intro

-Excerpt from **The Christian Camp Counselor** by Jim Badke

I remember arriving at camp with big expectations and all the enthusiasm of being ten years old. At the registration table they told me that I would be with all my friends, and that my counselor's name was Bob. Bob who? I didn't know any Bob -- he wasn't here last summer. I was not impressed. I dragged my bag over to the cabin, determined not to like this new guy.

My determination was short lived. Bob was cool. I guess he was in his late teens or early twenties, short, strong, full of energy. I very soon came to realize that this was not just another guy who was there to make sure we went to sleep on time, and who would get mad at us if we didn't.

Bob genuinely cared about us. He did stuff with us that no other cabin did—like the night we went on a secret mission and had chips, pop, and devotions out on the dock. He made

every one of us feel worth his while and important. When we talked he paid attention and listened, and he looked right at us. If we were sitting around telling dumb jokes, he laughed with us until we were all rolling off our bunks. When he talked about Jesus it was as if he was talking about a real guy he knew personally and who mattered to him in everyday life.

I decided that when I got old enough I wanted to be just like Bob. Probably one of the reasons you want to be a camp counselor is that you want to be like someone in your past—maybe a counselor, or some other Christian worker whose example made you sit up and take notice. That’s a good reason.

But there is another counselor—The Counselor—whose example is the one your favorite counselor or teacher or youth worker followed. If you want to become like the counselor Bob of your past, you will need to become like this other Counselor. They called him Jesus.

## The Many Roles of a Cabin Leader

The activities of a cabin leader are extremely strenuous if done properly. It will make demands on your time, strength, and patience. You are the pacesetter! You must be **enthusiastic and outgoing**, etc. Cabin leading is not a vacation, so do not plan on being with other cabin leaders. You are with the campers—sit with them in meetings, go on recreational jaunts with them, eat with them, etc. Participate in all the activities. We’re going to have fun. If you are recognized as a person who enjoys fun and life, then the communication barriers drop a bit ....everybody enjoys someone who is having fun. CABIN LEADING IS A JOB AND A MINISTRY! Your time is never your own—it belongs to your campers. There will be constant demands for you as a CABIN LEADER—it is VERY DEMANDING and VERY STRENOUS, and is also VERY REWARDING!

### You are a Friend:

As a friend, be a good listener, be approachable, be interested in each camper’s likes, dislikes, and interests. Avoid being "one of them"; they will need you to be the adult you are. Earn, rather than demand, respect and trust.

### You are a Spiritual Leader:

You will be their greatest influence as to how they might apply the scripture to their lives. As you pray they may learn to pray, as you play, they may learn to play. Point them to the Lord in everything.

### You are a Salesman:

You can sell campers on everything—food, speakers, accommodations, program, and the Lord. Ask questions positively, get campers in the habit of saying “yes” and you will be surprised how catching this attitude is. You also must be positive in your attitude about camp personnel, program, food, etc.



## **You are a Teacher:**

Be aware of what you say and do, all will be closely observed and copied or reacted to. Of course, teachers are human and therefore will need to admit imperfections as you are also striving to be Christ-like.

## **You are an Organizer:**

Often you will be asked to offer suggestions, recommendations, ask questions and express concern. In these ways you will be helping your campers to make decisions enabling them to have the time of their life. This role will be practiced a lot in everything from helping your cabin get to meals on time to setting the atmosphere for evening prayer.

## **You are a Caretaker:**

As a counselor you have the responsibility to take care of and watch over a group of campers. Essentially you are their “caretaker” for the week. Campers will look to you as a mom or a dad and with that comes many responsibilities. As a caretaker, you need to make certain decisions that children don’t make for themselves. You are responsible for meeting the needs of the campers which include making sure they are properly dressed, fed, showered and that they get enough sleep. You will need to love, guide, discern, pick up after, remind of rules, instruct, nurture, laugh with and pray for your camper.

# **One on One To Do’s**

## **Make it happen!**

You can have your campers volunteer for one-on-one times; you can set up a sign-up sheet at the beginning of the week with available times; or you can pull campers aside when the opportunity presents itself. The important thing is that every single camper gets time with you! Watch out for the camper who is sitting by himself or the moment when everyone else is involved in an activity. Often, times when campers are hurt or upset can be the times when they are most willing to open up and let us go deeper with them.

## **Be prepared!**

During the week, be watching each of your campers and making note of different things to talk about during your one-on-one time. These can be anything from who they hang around with to questions they ask during discussion times. Be ready with a handful of questions to get conversation flowing.

## What do you do when you get there?

Every counselor dreads the feeling of sitting with a camper for thirty minutes and asking question after question with replies of “Yeah,” “Nope,” and “I dunno.” Here are some suggestions that should help you avoid that:

- **Start simple.**

Ask about their family, friends, hobbies, etc. first.

- **Open up first.**

If you want your campers to trust you and open up to you, you have to show them first that it is a mutual thing. Be willing to tell your camper about yourself and your spiritual life and your family. But be careful not to spend the whole time talking about yourself.

- **Do something.**

It can be a little uncomfortable for a camper to sit and answer question after question. Make it a fun, bonding time, with a craft or a game or another activity as the main focus, and have a good conversation while you’re both having fun!

- **Dare to dig deeper.**

While simple questions are good to start off with, be constantly on the lookout for windows to go a little deeper. Take a conversation from talking about their family to talking about their church, what their church teaches, what their church believes, what they believe...

- **Pray.**

Pray for them before the one-on-one, pray for them during the one-on-one, ask for prayer requests, offer to pray with them during the one-on-one, and make a commitment to pray for them after the one-on-one and after camp is over. The idea that you will be thinking of and praying for them after camp is over creates a special bond between campers and counselors.

## LESS SERIOUS QUESTIONS FOR ONE-ON-ONE TIMES

- What is your family like?
- Do you have pets?
- What kind of school do you go to?
- What is your school like?
- What’s the most exciting thing you’ve ever done?
- If you could live anywhere in the world/universe, where would it be and why?
- If you could have any animal for a pet, what would it be and why?

- What's your favorite toothpaste?
- What has been your favorite thing you've done this week?
- If you could be any animal, what would you be?
- If you could eat one food the rest of your life, what would it be?
- If you could meet anybody in the world, who would it be?
- How many states/countries have you been to?
- What is your favorite book/author and why?
- If you could be any color, what would you be and why?

## DEEPER QUESTIONS FOR ONE-ON-ONE TIMES

- Do you go to church at home?
- What is your church like?
- What does your church teach you about? (This question is often a good window to present the Gospel to non-Christian campers)
- How and when did you accept Christ? (Use caution here—this question is generally better if you're fairly sure that the camper is a Christian. They also might be more willing to share if you share first.)
- Have you noticed any changes in your life since you accepted Him? (This is a good one for campers who accepted Christ at a later age, not so much for those who prayed as toddlers or young children)
- What do you think about the Bible? Do you like to read it? (A lot of campers are mostly familiar with the "storybook" part of the Bible—it's good to introduce the New Testament and show them how the Bible can apply to their lives)
- Do you have any prayer requests? (Ask this—almost every camper will have at least one—and then offer to pray with them right then and there)
- What is your greatest fear?
- If you could do anything with your life that you wanted, what would it be? (Where you would live, work, etc.)

## Pray With Your Campers

Do you have difficulty praying out loud in a group? If so, you are not alone. However, as a counselor **it is essential that your campers hear you pray**. Just as Jesus' example motivated his disciples to learn to pray, the best way to get your campers talking with God is to pray out loud yourself in their presence.

Here are a few ideas for teaching your campers to pray.

1. **Be a simple example.** Could you imagine sitting behind a bush on a mountainside, listening in to Jesus praying to His Father? Mind-boggling! You probably wouldn't even be able to follow what Jesus was saying because it was so deep and profound. But when it came time to teach His disciples,

how did Jesus pray? It was all about “our Father in heaven” and “give us this day our daily bread.” Not the way He probably prayed on His own. When you pray with your campers, pray in such a way that they will be able to follow your example. It might mean adjusting the way you normally pray, but that is what Jesus did.

2. **Try “popcorn prayer.”** Prayer can be intimidating for campers, especially those from non-church homes. Start them off with a one-word prayer. You begin by praying, “Father, thank you for...” and then they take turns filling in one-word or single phrase prayers, expressing thanks for “sunshine” or “my friends” or “forgiveness.”

3. **Help them develop the habit of praying about everything.** Do it by praying about everything! Show them your example by taking the daily small problems and worries of you and your cabin to the Lord in prayer. Do this often throughout each day.

4. **Make a cabin prayer list.** Put it up on the wall of the cabin so that anyone can add requests to it whenever they want, and anonymously if they want. Expect that when you and your campers begin to pray, significant things will begin to happen. One of the results of faithful prayer will be abundant opportunity to serve God and see Him at work through you.

## Knowing Your Campers

One of the challenges to staff members is to know each camper as an individual, to know each camper’s hopes, joys, problems and successes. Some will have come from homes so sad that it will be hard to imagine. Some will be lovable and others will be very difficult to love. Your job is to show no partiality. There will be those who immediately stand out in a crowd. They will have outgoing personalities and because of this, it will be difficult to see any of the others. There will be that one, shy, quiet individual that is so easily lost in the group that he/she is probably the one with a greater need than any of the rest.

While they vary physically, emotionally and socially, they are all alike in one way: each has an immortal soul that needs to be won to Christ. This should be the challenge to each one of us as staff members. We need to understand each camper as an individual, and we need to establish a rapport so that the Holy Spirit might work through us and accomplish His purposes in the camper.

To know and understand the camper, you will need to find out particular information about them.

1. **Background** – the camper’s home, school achievements/current grade, social and economic level of immediate family, cultural pattern at home

2. **Personal traits** – the camper’s past experiences , present interests and abilities, future plans and goals...

3. **Reasons for coming to camp** – the camper’s desires and preconceived notions, parent’s desires...

4. **Physical and emotional needs** – It is a privilege for staff members to serve as “parent substitutes” for the time the camper is at camp. As a staff, we must attempt to recognize and satisfy each camper’s need for love, attention, security and approval.

5. **Spiritual Condition** – Each person will come to camp with an individual perspective about God. It is important to establish a knowledge about their belief system so that you can pray more effectively for them and communicate Christ in a way that is relevant to them.

6. **Grade or Age** - It is good to know the ages of your campers and keep that in mind for age appropriate activities, testimonies, etc.

Camper will know you before you know them. The first hour together will go far toward establishing your relationships with them. In their eyes you will be friendly, approachable and fun-loving, or you will be stiff, authoritarian and aloof. First impressions are difficult to alter. If you sincerely love your campers, they will probably love you in return. Do not mistake love for over-familiarity. Your usefulness in camp depends upon a proper relationship between you and the camper.

Your campers will be anxious for you to like them, though some will go to great lengths to hide the fact. You cannot intrude into the personality of a camper. Very frequently, the camper’s basic spiritual needs will be revealed in his/her first response to your leadership.

We use a tool called a Camper Questionnaire to help us get to know campers a little quicker. This questionnaire will be tailored to each specific week of camp and given to campers the first night of camp. These questionnaires give cabin leaders a way to get to know their campers better so as to go deeper with them during their one-on-ones. These questionnaires also give us a good idea of where our campers are coming from so as to meet their needs better and minister to them more effectively. Speakers might like to see these to help them gear their messages in the right direction.

# Camper Questionnaire

## Who Are You?

Name \_\_\_\_\_ Age \_\_\_\_\_

### Complete the following sentences:

I came to camp because \_\_\_\_\_

\_\_\_\_\_

Something I am looking forward to is \_\_\_\_\_

\_\_\_\_\_

Something you should know about me is \_\_\_\_\_

\_\_\_\_\_

Something I would like to know about God or the Bible is \_\_\_\_\_

\_\_\_\_\_

### How sure are you that you are going to Heaven when you die?

Not sure \_\_\_\_ Kind of sure \_\_\_\_ Super Sure \_\_\_\_

### Read John 3:16

"For God loved the world so much that he gave his one and only Son, so that everyone who believes in him will not perish but have eternal life."

### What does this verse mean to you?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Building Relationships**

Relationships are the building materials of God's work here on earth. Jesus said that the two most important things in life are a loving relationship with God and a loving relationship with our neighbor. The most significant thing you can do for your campers in one week is to get to know them. At camp you tend to get to know one another very well very fast. The tears on the last day are real tears. But it is more like seeing a movie than reading a book. There are so many details about your campers' lives you will not get to know in a week, and the memories don't last. Still, at the end of the week it will feel as if you have known them a long time, and they will feel the same about you.

Here are some tried and proven ways of building relationships with kids, developed over many combined years of ministry by many people. Keep as many of these up your sleeve as you can!

### **Focused Attention**

Younger campers will compete for your attention every moment of the day (if not the night!) Even older campers will want more and more of your time as they get to know you better. At times this cry for attention can be unbearable. Here's how to survive: All they want is your undivided attention, so give it to them!

Is that crazy? Yes, if you did it all the time you would soon die. So instead of trying to give them all of your attention all of the time, give them all of your attention for some of the time. This will be much easier on you and much more satisfying for your campers than giving them only part of your attention all day long. Your campers will only be frustrated if they feel they are constantly competing with something else for your attention.

Learn the secret of setting everything else aside on various occasions all through the day to give your campers 100 % of your attention for a short time. This could be just a few minutes or as long as a half hour or more. The result? Satisfied kids (for a while), and a less-frazzled you.

### **Undistracted Attention**

When you are focusing attention on one person or a small group, be "undistractable." Other staff may thoughtlessly interrupt a conversation to bring you a message they consider important, or other campers will try to drag you away. But in my experience, most things can wait (unless the building is burning down!). When I stay focused on the person who is talking to me in spite of the threat of interruptions, it says worlds to that person about how important he is to me.

## Initiated Attention

Some campers belong in Star Trek. They are “Cling-on’s” who will be all over you no matter how much focused and undistracted attention you give them. What can you do? To a point, put up with their clamoring out of compassion for their need. But be firm, and be in charge. Try to figure times when campers are not being clingy and initiate some attention, perhaps by going up to them and giving them a pat on the shoulder or messing up their hair for no apparent reason, or turning and asking their opinion on something. Hopefully these campers will soon come to realize that your time and attention are offered freely and generously, and they don’t have to beg for them.

## Remember their name

Names are our spoken identity, and for some reason are very important to us. You know the warm feeling you get when someone you haven’t seen for a while remembers your name, and how deflating it is when someone who should know forgets. Bad memory is no excuse! You have only a week, and you better know the names of all your campers in the first hour or so after they arrive.

- *When you meet someone new, make a conscious decision to remember his name.* If you don’t, his name will leave your mind five minutes later you will have to ask again.
- *When you first meet a camper, use his name as many times as you can.* As you talk to him, include his name in the conversation in a natural way. Try to use it three times in the first minute. Soon your brain will start to make the association between his face and his name.
- *Try “memory by association”.* This is connecting a camper’s name with something else about her, like remembering you met “Sandy” on the beach, or that “Tamara” carries a camera. Names by themselves are hard to remember, so get a picture in your mind that will help you to remember the name.
- Line them up on the first day – going down the line until you get all their names correct.

## Transparency

So that you can be a good example and role model to your campers, they need to be able to see you as you really are. Tell them that embarrassing story about the time you went to burp and accidentally vomited in front of your whole class. Being a good example does not mean you must put on a show of being perfect! They will see right through you! Part of personal maturity is learning to laugh at ourselves and admit our deficiencies.

Be careful, though, not to hang out your “dirty laundry” before your campers. They don’t need to know your deepest darkest secrets, and you don’t need to answer all their curious questions.

## Approachability

To have friends, you must be friendly. Do a bit of self-examination, or even have a close friend evaluate you, because it is hard for us to see ourselves objectively. Do people easily get the



impression that you are interested and care about them, or do you tend to distance yourself from people until they have earned your trust? Though some of these traits have to do with your personality, many have to do with attitude, which is something you can change.

A few last ideas: *Try to find common ground with your campers.* If you know they like something that you also like, use that as a place to start when getting to know them. *Look them in the eye and smile.* Nothing will grab a young child's attention more than smiling and laughing with them. It makes them feel special and they will love you if you do this to them. *Avoid favoritism.* Some campers are "cool." Some are cute. Some are plain obnoxious and smell bad. However, **it is an extremely serious offense as a counselor to show favoritism**, and it can destroy your relationship with all your campers.

## Building Enthusiasm and Cabin Unity

We want all the campers to feel connected and wanted at camp. Often, feeling part of a group and knowing that you have friends is more important than the activities at camp. That is why building cabin enthusiasm and identity is so important. **Cabin unity is the key in making sure kids have a positive week at camp.** It promotes a caring environment where everyone in the cabin feels accepted and a part of the group. This can also help prevent exclusion, fighting, and bullying. Here are some tips on how to build enthusiasm in your cabin group:

- Inside Jokes – have some clean inside jokes that are for your cabin group only
- Secret hand shake – teach to all your kids and tell them it's all part of being in the best cabin group
- Have a conversation with them right at the beginning about never leaving a man behind. Be clear that being part of the cabin means we're all friends and they need to appropriately stick up for each other when someone is being mean, rude, bullying or leaving someone out.
- Have everyone wear something that matches, all their hats to one side, all wear a blue shirt, etc....
- Ask random questions (most embarrassing moment, best scars, craziest thing you've ever done, favorites, etc...)
- Come up with a cabin cheer
- Decorating the cabin together with a theme
- Having discussions/talks especially when there are problems. This is especially helpful with girls

# Cabin Leaders 201

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## Keys to Being an Effective Christian Cabin Leader

You are an instrument of God as a Christian Cabin Leader. You are then a means or channel through which God can work in your campers' lives.

Evaluate yourself. Know your strengths and weaknesses. Accept your strengths and weaknesses. Accept your strengths and know where you need help in your weaknesses.

You don't have to be a Bible expert, but you should be a student of the Word. Study with the idea of being able to put into practice practical principles of Christian living.

Be ready to share the plan of salvation. Be able to present it on the level of the camper you are working with. Some verses you should be familiar with:

John 3:16	Eph. 2:8-9	Rom. 3:23
John 3:36	Rom.10:9-10	Rom. 5:6
John 1:12	2 Cor. 5:17	Rom. 6:23

1. Know the plan of salvation.
  - The camper must realize that God loves him – “For God so loved...”
  - That he has sinned – “For all have sinned...”
  - That Christ died on the cross to provide the only means whereby he may find eternal life – “Christ died for us...”
  - That he must confess (agree with God) that he is a sinner and ask God's forgiveness, based upon Christ's death for him – “As many as received Him...”
2. Use your Bible, have the camper read your references from the Bible himself. Help him see that the plan of salvation is found in God's Word and nowhere else.
3. Explain any terms that might be confusing to your camper. Symbolic terms such as “asking Christ into your heart” need to be understood.
4. Avoid anxiety-producing pressures. Don't force them into making a decision or make them feel like they have to provide the correct response to your question.
5. Teachable moments. Be aware that throughout the week of camp there are many times that are available to teach someone about Christ. It's not necessarily limited to only one part of the program. Remember that most of Jesus' ministry happened by way of interruption.

6. Follow through. Remember that camper you counseled and led to the Lord after camp? Send him a card or give him a call. Just don't pray for him but show him that someone cares about his life.

Realize that everyone comes to camp with a different perspective on things. Be patient with the campers and try to see things through their eyes and their background.

Help guide the camper through a "Do-it-Yourself" approach to a problem using the Bible as his guide. As the problem is worked out, help the camper realize that he is making the decision.

Be available. You never know when the camper is really going to need you.

Let the camper talk. Let him tell you about his life, his world, and himself. Most of us just need to have someone listen to us once in a while.

Friendship is the most important key of all. Just be a friend to your campers. Let your friendship be based in God's love. Build a good rapport with your campers as soon as possible. Let God work through you to make you an effective cabin leader.

## Problem Prevention as a Cabin Leader

The best form of discipline takes place *before* – not after – a problem occurs with your campers. There are several things you can do to teach better behavior before bad behavior happens, and to correct wrong attitudes before they get a camper in trouble.

1. **Get to know your campers.** The more observant and communicative you are with your campers, especially in the first part of the week, the better you will be able to catch problems before they start. Take note of the kids who may lash out to campers who bug them, or the ones that are very sensitive to teasing. At the very beginning of the week, set the standard that teasing is not allowed in your cabin group. One of the main things that will ruin a child's experience at camp is if they do not feel welcomed and safe (and not just physically). The more your campers know you understand them, the more they will respond to your authority.

2. **Let them know your expectations, and the consequences of falling short.** In a culture that avoids morality, you should not be surprised that some kids have no idea the kind of behavior you expect of them. Early in the week, sit down with your group and establish some guidelines together. Involve your campers in setting the rules. Decide together the consequences of stepping outside these boundaries, and come to an agreement about what is right and fair. Make sure the boundaries you set provide enough room for your cabin's age group to feel free but safe. The more mature your group, the broader the boundaries should be.

Offer reasonable explanations for your guidelines. Don't give in to the temptation to say, "Because I said so!" which is not satisfying to anyone. Of course, there are CJ rules that campers often do not

pay attention to when announced, so be sure to bring them up with your cabin personally. Campers will be more likely to follow the rules if they know that you as their counselor expect them to be followed.

3. **Give those with a bad start or bad reputation a fresh chance.** Sometimes well-meaning people will tell you horror stories about a kid who is going to be your camper. It may be that your first impressions or the things you have heard about a camper prove to be justified. But give him a chance, and resolve your own opinion of him. Sometimes people behave badly simply because it is what their leaders have come to expect of them. Believe in your campers and expect the best of them, and they will more likely respond positively to you.

4. **Be with your campers, especially during in-between times.** This is worth repeating. Most problems occur while campers are waiting for something to happen. You will be able to prevent many problems if you are with your campers during those “in-between times,” before and after meals and activities, and as campers are getting up or going to bed. Don’t be afraid to step in and use your authority when necessary.

5. **Praise good behavior.** When someone notices and draws attention to something you have done well, you want to do it even better next time. If a camper shows kindness or patience or decides to side with forgiveness rather than revenge, draw attention to it and let your campers know you are impressed and happy about it.

## Cabin Clean

Each day there will be an inspection of Resident Camp cabins. Each staffer is responsible for maintaining a clean cabin. Make it a project to keep the cabin not only orderly, but a pleasant, hospitable place to live. Give campers the opportunity to generate any ideas for decorating a cabin, and encourage creativity. Make sure they don’t do anything permanent, or use camp supplies without permission. Unless your cabin group is very motivated, you may need to assign clean-up jobs to individual campers. Make sure they are all doing their share, and don’t allow a camper to simply opt out of keeping their stuff in order. Also, it is best not to agree with a plan to go for the non-existent “messiest cabin” award. Be a good model of orderliness for your campers, and never be the cause of losing clean-up points for your cabin! The following are points that will be checked during these inspections:

- Bunks are properly made
- No trash, dirt, or grass on floor
- General cabin appearance
- No articles left under mattress
- No articles on beds
- Bags and luggage under beds
- Counselor Bunk made and neat
- Lights off

## Flat On Back

(FOB) has been designed to give the campers and counselors a rest and quiet time in their cabin. The feet on the bed and being flat on the back does not have to be a law. But this is not a time to let the campers run crazy while the counselor sleeps. This is a great time for the campers to read their Bibles, read a book, write letters home, draw or have a conversation with their Cabin Leader. Campers must stay in their cabin (except to go to the bathroom). If all of your campers are asleep or very quiet you may take a nap as well. However, don't be late for your next activity, be sure to set your alarm clock, and be available to your campers. This is also a good time for one-on-one talks with your campers.

## Camper Sleep

### Camper bedtime process

Every counselor has been there. 1a.m., and every single one of your campers is still awake. Some of them are out of their bunks. You have constantly put out "fires" like rude jokes, pillow fights, flying projectiles, and body noises. You wonder why counselors are not issued ear plugs, and you wish you were anywhere but here. Kids who have been active all day and who are outside their comfort zone, often do not go to sleep easily! Here are some tips to help you with this situation.

**Make sure they all go to the bathroom** – make sure that every camper goes to the bathroom, brushes their teeth, gets changed, showers if needed, etc... Campers love to wait till the last moment to remember they need to brush their teeth. So be proactive and get them all to do it in the beginning.

**Help your campers wind down before you expect them to go to sleep** – Camp is exciting! Your campers have been pumped up all day, and cannot just flip a switch and shut down. Help them make the transition from moving to talking, from talking to listening, and from listening to sleeping. You can design your cabin discussions towards this goal.

**Have a big repertoire of long stories and riddles** –Long repeating stories with groaner punch lines (if anyone is awake by the time you reach the punch line!), spruced up parables, and two-part stories that keep them in suspense are favorites amongst good counselors. A God-focused story is worth the time it takes, and will often cause campers to go to sleep sooner than repeated threats. Bring a book like C.S. Lewis' Chronicles of Narnia, even with Junior High campers. The only problem is that they never want you to stop reading! **Avoid telling or allowing campers to tell any stories that involve horror, obscenity, guts and gore, ghosts and the occult, or real-life tragedy.** These things have become all too real and close to home in our world. You have no idea of the backgrounds of your campers, nor what stories might trigger terror, shame, or grief. There are so many fun and positive stories to tell that there is no need to bother with anything else.

**Firm and steady** - Sometimes rookie counselors spend long nights frustrated with campers making fake fart sounds and other noises just to be funny. Don't lay in your bunk yelling and making empty threats about what they might have to miss later in the week. A wise director explained if you stand in the middle of the room you can hear where sounds are coming from. When you hear a noise, you simply walk over to the camper's bunk and firmly say "That's enough, its time to go to sleep". The camper being caught knows that their sounds are not anonymous and there is a direct cause and effect to their actions. If you stand in the middle of the room for 10-20 minutes, campers know there is no getting away with it; compared to you yelling empty threats from under your covers.

**Give a count down-** A count down could consist of a count down from 20 minutes. Also allowing flashlight use is a good way of allowing campers to stay awake but not talking. This is also a good time for reading. A combination of both of these methods works well.

## Waking campers

How do you like to have someone wake you up? For some kids, a bad start to the day just means a bad day. Be sensitive to campers who aren't "morning people" and be gentle. Never yell or splash water on a camper, and don't let campers harass other campers while they are sleeping. If a camper is simply refusing to get up, seek help from your cabin leader coach. It is important to have your cabin awake and ready in time for breakfast.

## Not Yelling at Campers:

Every year some cabin leader ends up blowing smoke out their ears at a camper for some menial reason like facing the wrong way in line or leaving their wet clothes on the floor. It could be a recurring problem or there is more to the situation than a supervisor might see at the moment. However, there are very few times when it is appropriate to yell at a camper. These include issues like safety when you would yell in a loud and urgent way, not in an angry way. Yelling at a camper can bring up issues in their lives and connect you and your relationship with them in abusive ways. Though working with kids for long periods of time can be difficult and kids often seem to "ask for it," we need to remember that we are the adults and need to always act in a loving, yet firm way with the campers.

Let's say a camper keeps leaving their wet towel on your bed. If you caught them in the act, instead of yelling you could try one of the following techniques to get your point across.

1. **Look**- Simply give a look that conveys your message. A raise of an eyebrow or a crinkle of a nose can say a lot.
2. **Label**- Say what you want in a single word or phrase. Simply saying, "Towel" will make it clear what they did wrong

3. **Name** – Say the name of the camper in a way that helps him or her understand what you need them to do.
4. **Point**– Point to the thing that needs to be done. In this situation, simply pointing at the towel and maybe the drying line would be very easy to do.
5. **Note**– Post a small note in a prominent location as a reminder.
6. **Joke**– “Hey with so many wet towels on my bed, it’s like I’ve got a water-bed, OK who needs to get their towel of my bed?” Making light of a minor misbehavior helps campers save face and get the job done.
7. **Ignore**– Let the natural consequences take hold. Simply put the wet towel on their bed or on the floor where it will probably get gross. (not always the best solution either)

# Cabin Leaders 301

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## Problem Campers

There are many types of behavior, but basically they all fall into three general classifications.

- Classification One: Excessively inhibited--by tenseness, inward nervousness - but conforms outwardly. Presents few or no problems, but needs much help because of the “trapped anxiety”.
- Classification Two: Excessively uninhibited—characterized by aggressive behavior. Has great difficulty in achieving good interpersonal relationships. Is in constant conflict with others and their outward behavior is quite evident.
- Classification Three: Well adjusted—acceptable and loyal member of group. Able to maintain good interpersonal relations.

Within these three general classifications all three groups of people strive to:

1. find affection and acceptance
2. obtain power over something or someone
3. find security of some type
4. be recognized for self-achievement

These personal drives are present in all of your CAMPERS and also in you, to some degree and intensity. The well-adjusted person will seek to satisfy these drives in socially accepted ways, but if frustration or some other form of dissatisfaction is felt, then the person will resort to unapproved means of satisfying these drives.

Let’s explore five types of behavior that present themselves in a camping situation and because of that behavior become labeled “problem campers”. Remind yourselves that the label is only placed on that particular camper because the behavior openly manifests itself and causes the CABIN LEADER TO RESPOND TO THE BEHAVIOR. The behavior can be either active or passive in nature, but the underlying problems are still the question for determining the reason for behavior.

### **CAMPER ONE – “DISAPPEARING DAN”**

These campers avoid contact with others. They do not want to participate in any activities, and if they do participate, they will do it alone or be the last one to try something after everyone has left. This camper will also stay in his cabin, or totally disappear for various amounts of time. REASONS for this type of behavior can be:



1. Poor self-image
2. Physical deficiency
3. Overprotection in home environment which hinders social adjustment
4. Inability to communicate with peer group
5. Dominated at home by parents or other children.
6. Immature
7. Overwhelmed by group situations
8. First time at camp
9. Fear of opposite sex
10. Unfavorable past experiences in other settings
11. Afraid of cabin leader

As a CABIN LEADER you can help this CAMPER by:

1. Checking medical records for inside information
2. Attempting to find the underlying reason for the behavior.
3. Make sure that the camper is a part of the group and help other campers to take an interest in the camper.
4. Be a friend to the camper.
5. Provide special time to be together with this camper to allow him time to talk about himself.
6. Find a group project or learning situation where he can be an important part of the activity.
7. During discussion, learn to sense and cope with problems.
8. Make others aware of ways that they can help you, including Program Staff.

## **CAMPER TWO—“LONELY LINDA”**

This camper can show up in someone who fails to find friends at camp, one who doesn't find any of the activities interesting, one who is just “homesick”, or a first-time camper who finds the “rough” camping situation completely different from their comfortable home situation with Mom's cooking. REASONS for this behavior are:

1. Same as for the first camper.

As a CABIN LEADER you can use some of the same techniques as for “Disappearing Dan”. Example: You can try to build off of a camper's strengths by getting them involved in something they do well.

## **CAMPER THREE—“HOMESICK HARRY”**

This camper has a tendency to mope around camp, shows lack of participation, cries, and is sullen. He openly states that he wants to leave camp. REASONS for his behavior are:

1. Over-attachment between parent and child
2. Over-attachment with hometown activities

3. Strange camp surroundings
4. Self-consciousness
5. Being told to do something he doesn't want to do
6. Fear of the unknown

As a CABIN LEADER you can help this particular camper by:

1. Making all of your campers feel comfortable during REGISTRATION TIME
2. Assist THEM IN OBTAINING FRIENDS FROM THE START
3. Being aware of physical symptoms like constipation, diarrhea, stomach ache, or headache
4. Helping him to talk about his feelings

### **CAMPER FOUR—“CLINGING CINDY”**

This camper is in need of constant acknowledgement by hanging around you all the time. She wants to sit on your lap, wear your clothes. She tries to please you very hard by giving gifts, etc. REASONS for this behavior are:

1. Lack of love in home environment
2. Poor self-image
3. Poor communication with peer group
4. Afraid of opposite sex

As a CABIN LEADER you can help this camper by:

1. Frankly discussing her behavior
2. Letting her know you accept her and she doesn't have to be around you that much to keep your favor
3. Guiding her into activities in which she might be interested

### **CAMPER FIVE—“DREAMING DON”**

This camper spends an unhealthy amount of time daydreaming. REASONS for this behavior are:

1. Inability to deal with reality

As a CABIN LEADER you can help this camper by:

1. Talking about his dreams
2. Trying to determine the problems of accepting reality—i.e. fear of failure, etc.
3. Build on strengths for getting involved.

Meeting the NEEDS of many of the CAMPERS you work with is not an easy task. It takes a lot of UNDERSTANDING, INSIGHT, COMPASSION, and PRACTICE to be a good CABIN LEADER.

## How can I Evaluate my Cabin Leading?

How can I evaluate my cabin leading to see if I'm doing well or not? First, are you thinking of your campers? Boys and girls come to camp to have **fun**. Are your campers enjoying camp activities? Are they having fun? Will their week be a worthwhile experience for them? If you can answer "yes" to these questions, you are doing 1/3 of your job right.

Secondly, remember that campers have **parents**. Parents are concerned most of all about their child's physical welfare. Will the cabin leader take care of my child's needs? Can he/she be trusted? If my child is hurt will he be taken to the nurse? Will the cabin leader make sure my child changes his underwear, socks, brushes his teeth, combs his hair and takes a shower? If you can answer parents with a "yes" you are doing another 1/3 of your job right.

Thirdly, you are not only responsible to your supervisor, but you are responsible to **God**. And what does God expect from you? Your very best! Are you an example to your campers of what it means to be a Christian? **Are you presenting God's Word**, both by what you say and by what you are? Are you sharing the Good News of Jesus Christ to your campers in a way that they can understand it? If you can answer "yes" to these questions before God, you are doing your job the way it should be done.

