

illumin^{ate} YOUTH CAMP 2019

*"In Him was life,
and the life was the
light of men."*

JOHN 1:4

SUMMER 2019

OLDER TEEN CAMP
JUNE 10-14, 2019

YOUNG TEEN CAMP
JUNE 17-21, 2019

PRE TEEN CAMP
JUNE 24-28, 2019

JUNIOR MINI CAMP
JULY 1-4, 2019



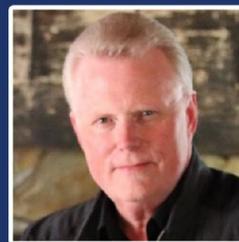
STEWART WILKERSON
OLDER TEEN WEEK
MONDAY PM



GREG STRICKLAND
OLDER TEEN WEEK
TUESDAY PM



RICHE NOBLES
OLDER TEEN WEEK
WEDNESDAY PM



DR. TIM HILL
GENERAL OVERSEER
OLDER TEEN WEEK
THURSDAY PM



DAVID HUMPHREY
OLDER TEEN WEEK
MUSIC



JEREMY REID
YOUNG TEEN WEEK
SPEAKER



TORI PARRIS & BAND
YOUNG TEEN WEEK
MUSIC



HOLLY ROGERS
PRE-TEEN WEEK
SPEAKER



LUKE TYSON
PRE-TEEN WEEK
MUSIC



PAM BAKER & CITY KIDS
JUNIOR MINI WEEK
SPEAKER & MUSIC

Alabama State Youth and Discipleship Board

Ryan Bristow, State Director

David Cox

Ory Hampton

Stewart Wilkerson

Kyle Morrow

Richie Nobles

Ben Young

Doug Baker

Justin Driver

Joe Bain

TEAM WORK

Camp is like a puzzle...unless it stays together it doesn't make sense. If just one piece is missing, the puzzle is incomplete. A successful camp involves many people cooperating as a team for the overall good of the ministry.

Guidelines, policies, and job descriptions are essential for reasons that may not be apparent at first glance. Each policy has a legitimate purpose and is necessary for the overall well-being of camp. Details are essential to successfully minister to large groups of young people.

Camp staff members are part of a ministry team. This requires everyone's cooperation. Individual team members help make camp successful by listening, showing concern, and creating a feeling of acceptance for each camper. If the entire team follows basic guidelines, they cultivate freedom for this ministry to exist in a safe, sound, and productive environment. Guidelines work for us - they really are our friends.

- STOP -
DID YOU READ THE ABOVE?

PORTRAIT OF AN EFFECTIVE CAMP WORKER

A For-Real Christian...who loves God's Word passionately, communicates honestly, and actually knows how to have clean wholesome fun with young people.

A Servant Leader...who places the welfare and best interests of campers above his/her own personal convenience.

A Problem Solver...who is congenial, proactive, and demonstrates good common sense to avoid offenses and resolve conflicts.

A Creative Thinker...who is self-motivated and is able to get kids involved in having fun when the program is not what it should be.

A Safety Activist...who takes charge immediately upon the first sign of anything that could result in the harm or injury of another.

A Team Player...who makes a deliberate commitment to put the overall success of camp ahead of individual preference and comfort.

A Role Model...who accepts responsibility cheerfully, respects rules highly, and uses the chain of command appropriately.

10 Commandments For Youth Camp Workers

1. *Make your highest priority in Youth Camp the CAMPERS.*
2. *Show your excitement for Youth Camp by getting involved.*
3. *Treat all campers with affection and respect.*
4. *Praise good behavior; never embarrass or physically manhandle a camper.*
5. *Refrain from practical jokes and sacrilegious clowning.*
6. *Hear the full matter before making a decision.*
7. *Always maintain calm control in an emergency.*
8. *Do not impose your personal convictions on campers.*
9. *Never compromise camp rules to gain popularity with campers.*
10. *Be a Christian model in cooperation and punctuality.*

Be a Team Player

Have the attitude of a hometown football player. The goal is not only how great one might perform, but to make a touchdown for the home team. Each staff member has a particular responsibility at camp . . . but will also be expected to help with other assignments given to him or her on a daily basis. All of us will work together for a successful camp season, and we'll need to do whatever is required. Be a team player!

Protect Your Reputation, and Camp's

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

To Be Followed By All Workers

1. Camp maintains a curfew time for male and female staff to be in their living quarters. Having no curfew may lead to temptation between high school and college staff that could result in serious concerns. Under **NO** circumstances are men and women to enter one another's living quarters.
No pranks of any kind are allowed!
2. Do not be in a secluded place with a camper. If a camper asks to talk, walk with them to a place that is in plain view of others. This can be done without explaining why, and the worker can reassure the camper that no one will be able to overhear their conversation.
3. Be cautious in touching campers. An appropriate hug or reassuring hand on the shoulder, in plain view, can be meaningful. But horse playing with the same or opposite sex (especially with teenagers) should be kept to a minimum, as some youth read the wrong messages into this kind of attention.

4. Do not be in the living quarters **alone** with a camper for any length of time, i.e., run in to get a baseball glove, and run back out.
5. It is best for a worker of the same sex to counsel with a camper. i.e. If a girl asks to talk with a male counselor, suggest that she talk with a woman about her concerns as the Bible teaches; the older women are to teach the younger women. Do not leave until you have found someone to talk with the girl.
6. When praying with a camper of the opposite sex, do not hold their hands for a long period of time, as girls especially may consider this somewhat intimate.
7. Be careful about verbally or physically teasing campers of the same sex or opposite sex, and especially of teasing one particular camper too much.
8. If a camper behaves as if he or she is becoming too attached to you, share your concern with the Head Counselor. Take steps to divert some of this camper's time away from you. By letting the Head Counselor know and attempting to remedy the situation, the worker can show that he/she and camp leaders were acting responsibly in case an accusation is made.
9. Camp workers should never discuss their grievances or interpersonal problems with a camper. The counselor should use the "chain of command" if there is a grievance. Talking with a camper may build too intimate of a relationship in the eyes of the child, and sometimes the counselor. Also, it does not teach the child Biblical principles of dealing with problems. It is good at times to share honestly with a camper, but be careful not to take this too far. Remember that the camper is not there for the counselor to confide in or to use as a sounding board for problems. There will be many staff people available for the counselor when they need to talk. Even in this instance, if it is about interpersonal problems, it would be best for adults of the same sex to talk.
10. When transporting equipment by either golf carts, four wheelers, or vehicles, camp worker must not permit campers to ride with them.

11. **If a camper needs to be taken off the camp grounds for any reason, the State Director must be notified and a staff member of the same sex should be selected to ride along.**

A Caution for Counselors

1. Be sure to spread your attention to all campers in your group. Be friendly, but never partial. Each child is special and needs your guidance and concern during the week. A short talk with your group at the beginning of the week explaining your plans to try to be there for everyone can help prevent future problems. If one camper tries to monopolize your time, it will make it easier for you to ask them if they remember your goal of trying to be there for everyone. Explain to them that they can help you by spending time with others, too.
2. Behavior between Counselor and campers inside their room is also very important. It may be wise not to allow campers to lie on your bed, or vice versa. **Horseplay** can be dangerous in more ways than one; *use extreme caution*.

Church of God Youth Camp Reporting Policy

In most states, any person acting *in locus parentis* of a child, which includes camp staff, should assume they are responsible for reporting any information a child tells them that comes under the categories of abuse and/or neglect. This includes reporting information that one child may tell another child and the second child tells the adult. Abuse and neglect means anything a child tells that is or will cause harm to themselves or others. This may include physical abuse or neglect, educational neglect, sexual abuse, and emotional abuse. Some types of emotional abuse and neglect reported can make it difficult to know what to report. The following guidelines of reporting procedures will help in knowing what steps to take.

If a child tells you of some abuse or neglect that has happened at camp or elsewhere, try not to act shocked. Be compassionate. Try not to ask too many leading questions and just allow the child to talk. While reassuring them, use the phrase: "If this happened, I'm sorry." Always use the word "if". Most of the time when children share something like this, they are telling the truth, or at least the truth as they perceive it. There are times, however, when a child may be making up something for attention or because of anger at someone. When a counselor immediately believes and gets upset about what a child is saying, then if the child is lying or exaggerating, this will encourage them to continue with what they have told. A calm, compassionate demeanor that steadies the child but does not add credence to the incidences in question is best. Dogmatic statements made to the child such as the following have been used in court several times: "if all this happened, then they did the right thing by telling" and "this is how the Bible says things need to be handled." Children need to be told over and over that they have done the right thing by telling.

If a second child tells you what another child told them, let them know that because what they told could hurt someone, you appreciate them letting you know and that you will need to talk to that child to make sure they are okay. For the most part, the second child told you because they were concerned and really do want you to check into things. They may be afraid that the other child may be mad at them, so you may need to reassure that child that you will smooth things over with the other child and explain to them that the second child was just telling because they cared. You might want to give the second child the option of going to the child with you and talking to them for a few minutes before you begin to talk with them yourself. Share with the child the steps that will be taken to reassure them about their friend's safety and well-being and that they have done the right thing by telling.

If any staff member notices any signs of physical abuse, i.e. cigarette burn marks, bruises on the back side, neck, upper legs, extreme amounts of bruising on the legs or arms, bruising on the face, a severely withdrawn child, etc., he/she should have someone who is working with the child ask the child how things are going at home and see if they are willing to talk. If they aren't, and it is extremely obvious that something has happened to them physically, say, "Wow, what a boo-boo. How did you get that?" And watch their reaction.

After letting the child talk to you, report what you have learned to your immediate supervisor. Be very discreet. Tell no one else, to protect all innocent parties. Handle the situation quietly, as you would want someone to do if you were the accused!

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CAMP STAFF & RESPONSIBILITIES

Board of Directors

Each of the Alabama summer Youth Camps shall be directed by a Board of Directors (B.O.D.), working directly under the State Youth and Discipleship Director and following the General Policies established by the State Youth and Discipleship Board. The B.O.D. consists of the following individuals:

☞ **The Camp Coordinator**
☞ **Head Counselors**
☞ **The Kitchen/Cafeteria
Coordinator**

☞ **The Canteen/
Camp Store Coordinator**
☞ **The Recreation Coordinator**
☞ **The Social Coordinator**

The B.O.D. will meet: (1) at least one time in joint session prior to camp; (2) during the Pre-Camp Session; and daily during Youth Camp.

☺ JOB DESCRIPTION ☺

DUTIES AND RESPONSIBILITIES: The Youth Camp Board of Directors will meet with the Camp Director on the night before each camp in order to ensure that there are no conflicts in schedules, work assignments, etc., and in order to decide upon any last minute needs of that week of camp.

1. The B.O.D. will meet with the Camp Director each day, if necessary, during camp in order to review the activities of that day and make any decisions necessary for the smooth operation of camp.
2. The B.O.D. and the Camp Director will comprise of the Youth Camp Discipline Board and will hear and decide upon major grievances involving either campers or staff members.
3. The B.O.D. and Camp Director will make the final decisions and approvals for any Camp Superlatives in order to ensure that the selections are according to Camp Policy guidelines.
4. It is the duty of the B.O.D. to work with the Camp Director to ensure that Youth Camp runs smoothly in all of its many facets. Each member is responsible for his/her particular area of work; however, at any time, he/she can feel free to ask any of the other Board Members to give assistance. Likewise, if at any time a Board Member feels that there is a need in any area outside of his/her responsibility, he/she can feel free to offer his/her advice and help, or to ask for a special meeting of the B.O.D. in order to resolve the problem.
5. Since the highest goal of Youth Camp ministry is the spiritual realm, the B.O.D. and Camp Director will put forth their greatest efforts in leading the camp into a good spiritual atmosphere. Each one will especially work and pray that God will move graciously in all worship services.
6. The B.O.D. and Camp Director will attend every major assembly and worship service except when an emergency situation makes it necessary to be elsewhere. If possible, all members will sit at the front, along with the guest speaker, worship leader, etc., unless specific reasons would make it better for them to sit elsewhere.

Personnel

☺ JOB DESCRIPTION ☺

SELECTION OF YOUTH CAMP PERSONNEL

Youth Camp workers are to be recommended by their local pastor and appointed by the State Youth and Discipleship Director. All pastors and former Youth Camp workers are encouraged to submit names of possible workers for consideration.

QUALIFICATIONS FOR YOUTH CAMP PERSONNEL

1. All workers must pass a background check.
2. It is mandatory that workers complete pre-camp training as outlined by the State Youth and Discipleship Board. Any emergency situations must be approved by the State Youth and Discipleship Director.
3. Must be at least 16 years old.
4. Must be a regular attendee of your local church
5. Must be saved and preferably baptized in the Holy Ghost
6. High school students must attend their week of camp to be eligible to work other camps.
7. Must submit a completed *Youth Camp Staff Application (5 pages)*
8. Must have the *Youth Camp 2019 Pastoral Worker Endorsement* submitted by your pastor
9. **All counselors must be at least 18 years old and baptized in the Holy Ghost.**

OFFICE PERSONNEL & PROCEDURE

Administrative Executive

☺ JOB DESCRIPTION ☺

1. Process applications for all pre-registered campers.
2. Make room assignments for campers during registration.
3. Notify Counselors of special information (health, etc.) which was noted on the camper's application.
4. Give the Nurse a list of all health problems indicated on campers' applications.
5. Oversee the registration process.
6. Keep staff and camper databases current.
7. Assist the Secretary as needed.

Secretary

☺ JOB DESCRIPTION ☺

1. Type a perfected camper list and give it to the Camp Coordinator by lunch the second day of each camp.
2. Type and copy forms as needed.
3. Assist with typing and copying the camp newsletter.
4. If applicable, provide the Camp Coordinator with a list of campers who should not participate in water baptism.
5. At the close of camp, tabulate all spiritual results.
6. Send an email of appreciation to all staff members at the close of each week of camp. Each email should include the spiritual results and tentative dates for next year's camp.
7. Send an email to all pastors and include a copy of individual spiritual results forms with each one.
8. Assist the Administrative Executive in any way needed.
9. Be available to assist the Board of Directors upon request.

Registration of All Campers

1. On the first day of camp, a registration process will be set up in the Cafeteria.
2. Room assignments will be given out to all campers at registration on the first day of camp.
3. The Youth Camp Registration Notebook and File, which lists all campers, payment information, room assignments, the number of beds in each room, etc., will be at registration.
4. Head Counselors should be in the cabin areas.
5. All walk-on campers should fill out a complete camper application.
6. The walk-on fee is to be collected from all walk-ons before room assignments are given.
7. Walk-on campers will be placed according to bed availability and the availability of Counselors.
8. The camper database must be updated following registration, all money entered in computer, and given to Treasurer for deposit.

The Daily Schedule

1. The Daily Schedule might change slightly from camp to camp, but there are basic guidelines that will be adhered to in all camps.
2. Schedules will be given out to all staff members in the Staff Orientation Meeting. Keep in mind that this schedule is subject to change. Please be flexible.
3. Daily recreation schedules will be given to the Head Counselors at breakfast and they, in turn, will give one to each Counselor.

CAMP COORDINATOR

☺ JOB DESCRIPTION ☺

1. Be ready to assist the Camp Director at any time.
2. See that the B.O.D. adequately perform their duties.
3. Be responsible for the registration of all campers who have not pre-registered. Make sure all money is collected, all forms are properly filled out, all room assignments are made, and that all money is prepared for deposit.
4. Assign a staff member who is mature and can handle emergencies to be ready when a camper must be taken to the emergency room. Be sure the driver knows the best route to the hospital and has the proper camp insurance and parental consent forms.
5. See that the daily schedule is well known and is properly followed.
6. Be responsible for collecting a perfected list of all campers by the first night before bedtime, and turning it in to the Camp Secretary by breakfast the following morning. The list must be kept current each day of camp.
7. Be responsible for the accounting of all campers daily, especially at worship services and in rooms at lights out.
8. Be responsible for assigning devotions (if applicable) for each worship service. If possible, use qualified youth pastors on staff and inform them that the devotion should consist of reading Scripture and prayer. This is not a time for another sermon.
9. Set an example for fellow workers and campers in every situation.
10. Assist the Head Counselors with discipline problems.
11. Check all buildings at the close of camp, along with the Camp Director and Head Counselors.
12. Organize altar workers and be responsible for altar services.
13. Work with the Social Coordinator to see that all classes/electives function in an orderly manner.
14. Be expected to remain on campus on the last day of camp until camp is officially over.
15. Collect all keys from the Head Counselor at the close of camp.
16. Collect all forms, such as spiritual results, camper sign-out sheets, Counselor notebooks, etc., from the Head Counselor at the close of camp.
17. Attend all worship services.
18. Assign Radios, Master Keys, and Golf Carts, to the B.O.D. and collect at the end of the week.

CAMP COORDINATOR RESPONSIBILITIES

Pre-Camp Orientation Checklist

- _____ **Post** camp schedules in all key locations, including the Cafeteria, Canteen/Camp Store, Pool, all cabin areas, etc....

The First Day of Camp

- _____ Organize workers to make registration and **opening day** a good first impression to campers and parents. Directing traffic, greeting people, and giving directions to the registration area is very important.
- _____ Meet with all staff members who did not attend orientation and **explain** basic camp policies and procedures. Give them a copy of the schedule.
- _____ Make sure all facilities are **open** and **ready** for all activities. Check with the Recreation Coordinator and make sure each activity begins according to the schedule...and always on time!

Daily Checklist

- _____ Moderate the Camp Assembly and organize all electives with the assistance of the Social Coordinator
- _____ Each activity must be ready to start precisely according to the schedule. Keep the staff ahead of schedule.
- _____ Visit each activity daily to encourage the staff and let them know we are interested in their contribution to the total camp ministry.
- _____ Assist the Camp Director during daily staff meetings.
- _____ Be sure that the lights are off in all buildings and adjust the thermostat accordingly, each night when campers go to their cabins.
- _____ Insist that all staff members stay in their respective room at lights out so as to give no reason for anyone to question our workers' conduct, and to protect our good reputation!

Closing Day Checklist

- _____ Work with the State Youth Director and B.O.D. in a total camp clean up. Leave the grounds in as good of condition, or better, than when you came to camp.
- _____ Inspect the entire Campground. All areas should be cleaned before any staff member or camper goes home.
- _____ Collect all forms from the Head Counselors.

Head Counselors

☺ JOB DESCRIPTION ☺

1. See that the Counselors perform their duties in an adequate manner.
2. Be responsible to see that Counselors and campers follow the camp schedule, especially in getting up in the mornings, meal times, worship services, and lights out at night.
3. Assist the Camp Registrar in placing campers who are not pre-registered by reporting to the camp office all “no shows” by 5:00 PM.
4. Obtain a perfected camper list from all Counselors on the first night and give them to the Camp Coordinator.
5. Make sure each Counselor records the spiritual results for each camper, and at the end of the week collect these and compile the statistics from the Spiritual Results Summary Sheet.
6. See that counselors/campers properly clean their cabin each day, and will then check and grade them for cleanliness in order to present awards for the cleanest cabin.
7. Be responsible for the presentation of the clean room award and judging the best-decorated room.
8. Make periodic checks of cabins throughout the day and evening to make sure that no one is in the cabins during classes/electives or general sessions, and will make an evening check to ensure everyone is in their cabin at bedtime and that the schedule is followed for quiet time and sleep.
9. See that all Counselors and campers attend worship services and that all remain until they are properly dismissed. During the altar services, one Head Counselor will position himself/herself so that no person can leave the service without proper permission.
10. Report all major violations of duties or policies by Counselors or campers to the Camp Coordinator.
11. Appoint groups to see that the restrooms and the general area of the cabins are kept clean.
12. Report all injuries or sickness to the Camp Nurse immediately.
13. Make sure each group and Counselor understands the policies relating to the Superlative Program, if applicable.
14. Be responsible for seeing that all check-out procedures are properly followed. This requires the Head Counselor to remain at camp until all campers are gone.

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15. Make sure that all campers remain in the designated areas of the camp during special activities time, canteen time, etc.
16. Since unity is one of the foremost requirements for spiritual blessing, the Head Counselor will especially strive to ensure that there is a good understanding and working relationship between Counselors, campers, and other camp workers.
17. Make a special effort to talk with each Counselor individually each day of camp in order to see if there are any problems of which he/she should be aware.
18. Endeavor to learn the names of all Counselors by the end of the first day, and learn the names of as many campers as possible throughout the course of camp.
19. Even though it is important that the Head Counselor allow each Counselor to carry out his/her own responsibilities, the Head Counselor should try to be aware of any problems of individual campers in order to be a source of help whenever needed.
20. Make sure the Camp Nurse keeps a log of all activities, a record of all expenses, and that insurance forms are properly filled out for every camper (or worker) that goes to the hospital.
21. Attend all services.

Pre-Camp Orientation Checklist

- ___ Make it a point to get acquainted with each Counselor and show interest in them. Learn their names!
- ___ Notify the Camp Coordinator if a Counselor has not arrived by noon.
- ___ Check each room and bathroom. Do the lights, fans, and AC work? Are paper supplies present? Is there a trash can and proper cleaning supplies for each group?

Opening Day Checklist

- ___ Make a good first impression on every camper and parent. Stay in the cabin areas as the **official greeter!** Do not permit boys in the girls area, or vice versa (especially teen camps).
- ___ If a camper is not happy with his/her room assignment, kindly insist that they stay with it, but assure them that we will make sure they are happy. Do not move any camper until supper, and if possible, not at all.
- ___ Check the schedule carefully and make sure Counselors are **on time**. This will help get the camp off to a good start.
- ___ At supper, collect a **“perfected” camper list** from each Counselor. Make sure campers’ names are **spelled correctly** and that lists are accurate...they must be **perfect!**

Special Duties

- _____ Complete an honest evaluation of each Counselor and give them to the Camp Coordinator before leaving camp.
- _____ During the last afternoon of camp, devise a plan whereby campers may claim all **lost and found** items. Have each Counselor be sure all clothing, towels, and other articles in their cabin are claimed by their rightful owners.
- _____ If articles are left in a cabin, they must be placed in a plastic bag with the **name of the camper, Counselor, and room number, before being brought to lost and found.**

Closing Day Check List

- _____ Keep a list of all camper room assignments and groups **with you** at all times to assist in locating campers for parents.
- _____ Before dismissing any Counselor, **inspect** their cabin. It must be perfectly clean and ready for the next camp to use...this is the way every Counselor should find their cabin!
- _____ Collect the “**sign out**” sheet from each Counselor. As they leave, be sure to tell them how much we appreciated them working with us.
- _____ The **Head Counselor** may leave camp upon the approval of the State Youth Director and Camp Coordinator once all campers have been picked up and the inside/outside of the cabin areas are clean and ready for the next camp.

Daily Checklist

- _____ Check to be sure all groups are awake in the **mornings** and report to breakfast on time.
- _____ Keep the camp schedule with you at all times. Think ahead to keep slothful Counselors on time. **You** are responsible for Counselors who are late.
- _____ Visit each cabin every morning to check for general neatness. Give a **daily rating**, with 10 points being the highest, and 0 points being the lowest. Recognize groups who have neat rooms...you may award “extra privileges” in consultation with the State Youth Director and Camp Coordinator.

Possibilities For Recognition

- A. Group with **highest points** (add them daily for the week’s total)
 - B. Group **most improved** over previous day.
 - C. **Nicest** room of the day.
- _____ In addition to rewarding clean cabins, devise a plan for those who did not cooperate to do **clean-up chores**. Work with the Camp Coordinator in the selection of areas to be cleaned.
 - _____ Absolutely **do not permit** anyone to **ignore** the dress code. You must be firm by speaking in a kind tone of voice without embarrassing campers or Counselors.
 - _____ Think about safety and security at all times. Before approving anything, **ask yourself**, if I allow this activity, is someone likely to get hurt or will property be damaged?
 - _____ Visit the cabin areas each morning before the first activity and make sure each room has been cleaned. Visit again each evening before service to make sure all campers, counselors, and other staff are **out of their rooms/cabins** and in their scheduled activity.
 - _____ Maintain discipline each night. **Do not permit** anything to get started that will cause problems, such as room raids. Insist that campers stay **inside** their room and in bed after lights are out.
 - _____ **Announcements** by the Head Counselor may be made during **camp assembly**, in the Cafeteria, or at the beginning of each church service.
 - _____ Instruct campers **not to borrow** clothes or money from one another. This does not mean, however, that a camper cannot purchase something from the canteen to give to another camper if he/she so desires.

Counselors

☺ JOB DESCRIPTION ☺

1. Complete pre-camp training as outlined by the State Youth and Discipleship Board.
2. Be present on the first day of camp at 10:00 AM for the staff orientation session.
3. As each camper arrives, the counselors will check to make sure he/she has been assigned to the proper cabin.
4. Be responsible for the safety and welfare of all campers in his/her assigned group throughout the entire camp. Will see that they abide by camp policy and schedules and that they follow good habits relating to eating, personal hygiene, dress, talk, behavior, etc.
5. Stay with the group when scheduled to be together, and will know the whereabouts of their campers at all times. Report any missing campers to the Head Counselor immediately.
6. Reside in the dorm cabin with his/her assigned group.
7. Have a short devotion and prayer just before bedtime at night.
8. See that the cabin is properly cleaned each day and encourage the campers to strive toward winning the clean cabin award. Also, ensure that his/her group cooperates when assigned special grounds cleanup.
9. Be responsible for the neatness and cleanliness of their room and bathroom at all times.
10. Be familiar with all camp policies and procedures.
11. Become personally acquainted with every camper in his/her group and know them by name by bedtime the first evening.
12. Write up a perfected camper list of his/her group on the first night and give it to the Head Counselor.
13. Refrain from roughhousing, pranks, and petty arguments with campers.
14. Be responsible for the discipline of his/her group at all times.
15. Encourage spiritual growth of campers. On the first day of camp, the Counselor should determine the spiritual status of each camper, and throughout the camp prayerfully work toward definite spiritual experiences.
16. Be an altar worker during worship services. Campers should be informed that they are expected to remain in service until dismissed in a reverent attitude of worship. If they should leave for any type of emergency, they should see the Head Counselor if their Counselor is praying. **Also, please be sure you and your campers use the rest room prior to the start of all services.**

17. During the devotions before bedtime each night, the Counselor should talk with each camper individually and go over the spiritual results form, filling it in as experiences occur.
18. Know the policies relating to the Camp Superlatives thoroughly and discuss these with their group.
19. Be directly responsible to the Head Counselor. However, the Counselor should also realize that any member of the Board of Directors has the authority to direct all campers and workers in certain circumstances and should always endeavor to follow such directions as closely as possible.
20. Should campers be checked out prior to the conclusion of camp, the Counselor should make a full report (include date, time, reason for dismissal, and the person with whom the camper leaves) to the Head Counselor, who will in turn inform the Camp Coordinator prior to the actual check out.
21. Attend all recreation activities, electives, worship services, and all other activities with your campers.
22. Attend all services.
23. Be subject to the Board of Directors.

Keeping a Perfected List of All Campers

1. All campers should be pre-registered and assigned to cabins. Prior to the opening of each camp, each Counselor will be given his/her cabin assignment and a list of campers already assigned to his/her cabin.
2. The Head Counselor and Camp Coordinator will be given a master list, which includes all campers, along with the name of Counselors assigned to each individual cabin.
3. As long as there are sufficient beds, other campers will be accepted on the first day of camp, even though they have not pre-registered. The Registrar will collect their money and give them a written room assignment, which they will take to their Counselor. The Counselor will then add that camper to his/her camper list.
4. On the first day of each camp, each Counselor will perfect their list and turn it in to the Head Counselor. The Head Counselor will in turn give the list to the Camp Coordinator (at dinner). The Camp Coordinator will give the list to the Secretary for updating.
5. The Secretary will type a perfected list of campers as soon as possible. Each member of the B.O.D. should receive a copy.
6. Throughout each camp, each Counselor will immediately inform the Head Counselor if, for any reason, there is any change to his/her list of campers. The Head Counselor will then inform the Camp Coordinator so that the master list can be perfected.
7. Any requests for cabin changes should be discouraged. However, if a camper simply insists on being moved, a cabin change will be made immediately after special activities on the first night of camp, if possible.

Ideas for a Great Opening Day

A. Starting off Right

1. Wear your staff shirt and nametag. Give each camper a **cheerful** welcome with enthusiasm. Speak clearly and distinctly.
2. Make sure all money has been turned in when canteen cards are purchased.
3. Help campers select a **bunk**, and place their **clothing** in the proper area.

B. When All Campers Have Arrived

1. Conduct a cabin meeting
 - a. Ask campers some **questions**, such

Breaking the ice is important to the overall camp feeling!!!

as:

- “Who got up the **earliest** this morning?”
- “Who got up the **latest** this morning?”
- “What do you think you’ll like **best** about camp?”
- “Are there any **first timers** here?”

- b. Have prayer together.
2. Take campers on **tour** (if time permits).

C. YOUR CAMPER ASSIGNMENT SHEET WILL BECOME YOUR PERFECTED LIST, SO KEEP IT NEAT. TURN IT IN TO YOUR HEAD COUNSELOR A.S.A.P.

“Logical Consequences” to Maintain Discipline

If a camper is defying you or disturbing others, handle the situation **immediately!** First, call the camper by name. This helps him to understand that you are speaking specifically to him, and not making a general announcement. If he/she persists in unacceptable behavior, use **reality discipline**...also known as “logical consequence.”

- ... **If your campers are talking in church, separate them and place one beside you.**
- ... **If a camper breaks into the lunch line, send him/her to the back of the line.**
- ... **If a camper comes to the pool improperly dressed, send them back to get what they left in the room.**
- ... **If campers are roughhousing, separate and seat them.**
- ... **If they cannot get along with others, isolate them for a short period of time.**

Overcoming a Negative Response

Some campers have a problem cooperating and submitting to a counselor's authority. Always **remain calm** and give a careful response. When something is said that you don't know how to respond to, be honest and admit that you will not respond until later.

CAMPER'S ATTITUDE

COUNSELOR'S RESPONSE

- A. "This is boring"..... "So is life, but probably you'll enjoy it once you get involved."
- B. "I don't want to"..... "Give it a try" or "I'm not crazy about it either, but let's do it."
- C. "This is dumb"..... "That's what makes it fun" or "Dumb stuff is fun."
- D. "I hate camp"..... "Give camp a chance...we gave you one."

A good, positive remark will offset any negative — if done quickly enough!

Last Night and Morning Check List

- _____ The afternoon before camp ends, help each camper get all personal articles and clothing together. Make sure everyone has only what belongs to him/her.
- _____ Once you return to your cabin the last night, instruct campers to pack their camp purchases and other keepsakes in their suitcases so they will not lose or forget them.
- _____ On the final morning after breakfast, there will be a camp cleanup. All campers and Counselors must have their items packed and sitting outside the cabin, weather permitting. The cabin and bathhouse must be cleaned and ready for inspection prior to leaving campus. Keep your **sign-out sheet** with you at all times. Turn it in to the Head Counselor before leaving.

FORMS AND RECORDS ARE IMPORTANT

1. Your evaluation of camp will be very helpful for future planning.
2. The Check-Out and Spiritual Results Form is a must. Write the spiritual results each evening as part of your devotions.

Things Never to Do

1. Never **threaten** a camper!
2. Never **manhandle** or hurt a camper!
3. Never publicly **embarrass** a camper!
4. Never **betray** the camp guidelines to gain popularity with your group!
5. Never play favorites or give **unearned** privileges!
6. Never steal the **spotlight** away from a camper!

After Service at Night

Keep your eyes open during night outdoor activities (especially with teens). **Do not allow** campers to leave their assigned areas. Some of your campers may try to sneak away...this cannot be allowed. We must all work together and be **alert** at all times!

Devotion Time with Your Group

In the morning, before coming to breakfast, have a brief prayer with your group. Quote together your scripture motto, if you have selected one.

At bedtime, have devotions with your group. This might include testimonies of the spiritual experiences campers received in the service. You might ask questions about the message from the service the night before. Make sure the campers are involved, and that you do not do all the talking or praying. This is not a time for you to preach a sermon.

Practical Suggestions

Leading Your Group

1. Give advance notice of each activity. Try never to **surprise** your campers with a call for immediate action...always give them time to get ready.
2. Try to ask instead of ordering, but be **clear and direct** in giving your instructions.
3. Campers will do what you **inspect**, not what you **expect**.

Procedures for Cabin Clean-Up & Awards

1. Each cabin is to be cleaned daily and left in order by campers under the supervision of their respective Counselors. The floors are to be swept and mopped, beds made, clothing put in order, and the room left with a neat appearance.
2. The bathhouses are to be cleaned each morning and evening. The toilet, sink, and shower areas should be cleaned, the floors swept and mopped, and the trash emptied.
3. The Head Counselors will check all rooms each morning immediately after breakfast.
4. Clean cabin awards will be presented at a time decided by the Head Counselors and the B.O.D.

Check Out Procedures

1. After breakfast on the last day of camp, all Counselors and campers are to pack their personal belongings.
2. Once all campers have packed their belongings and the cabin, bathroom, and their assigned area of camp has been cleaned, the assigned B.O.D. will inspect the room prior to anyone in the cabin leaving camp.
3. Once the cabin has been inspected, lock the door so no one can enter the cabin and mess it up.
4. No camper is to leave camp before their parent or guardian signs him/her out with their Counselor.
5. At check out time, all Counselors are to remain in their cabin until all campers have been checked out.
6. The Counselor may not leave camp until all campers are checked out. If the Counselor needs to leave, the Head Counselor may check out the Counselor, take over their list, and assume full responsibility for any remaining campers.
7. The Head Counselor keeps all lists that have been turned over to him/her until all campers have left the campground.
8. The Head Counselor will turn all check out forms in to the Camp Coordinator before leaving.
9. **Staff members are not permitted to leave camp until their cabin is clean, all of their assigned responsibilities have been completed, and their departure has been approved by the B.O.D.**
10. Make sure all notebooks, pens, lanyards, etc., have been returned to the Cafeteria before leaving campus.

Nurse

☺ JOB DESCRIPTION ☺

1. The Nurse will take inventory of all medical supplies before campers arrive.
2. When supplies are needed, the Nurse will fill out a requisition form and give it to the Head Counselors.
3. The Nurse will check out the Nurse's Station immediately upon arrival at camp in order to make sure it is as clean and sanitary as possible. He/she will be responsible for its cleanliness throughout camp.
4. Sit at nurses station during registration to collect and log in all medications from campers and staff.
5. The Nurse will keep a detailed log of all medical actions taken.
6. The Nurse will be responsible for collecting all medicine from campers and staff. A schedule must be put in place to administer all medications when needed. It is necessary for the Nurse to see that all campers and staff on medication receive it in a timely fashion.
7. Will be on call from the official opening of camp until the official closing. When he/she leaves the Nurse's Station, the Nurse's Aide should be there or a sign should be left on the door telling where he/she can be found.
8. He/she should examine all sick and injured campers to determine if they should be sent to the doctor, clinic, or emergency room. Consult the Head Counselors for the degree of treatment. **The Nurse should not accompany injured campers to the hospital; his/her presence is needed at camp.**
9. When the Nurse feels a camper needs medical attention or treatment that cannot be given at camp, he/she will fill out an insurance form to be taken with the injured/ill person to the hospital or clinic.
10. He/she will immediately call the parents of an injured camper and keep them posted as to their child's treatment and progress. A telephone log will be kept detailing all conversations with parents.
11. A thorough report must be made of all injuries or sicknesses that require a trip to the hospital, doctor, or clinic. If the doctor has not filled out the insurance claim form in an adequate manner, the Nurse will be responsible to see that it is completed, either by phone or by a personal visit to the doctor.
12. If an injury was caused by negligence, the Nurse will immediately inform the Head Counselors, who will take steps to correct the problem or take it to the Board of Directors for consideration.
13. The Nurse will reside in the Nurse's Station. Whenever necessary, he/she will provide a room for any camper who might require isolation.
14. The Nurse will write a letter to the parents of all persons injured at camp informing them of the treatment given and any follow-up treatment that might be necessary upon the child's return home. He/she will submit a draft letter to the camp office for typing and dispatching.
15. He/she will make sure all medications are picked up by the campers and staff before they leave for home.

KITCHEN COORDINATOR

☺ JOB DESCRIPTION ☺

1. Work together with the Canteen/Camp Store Coordinator to consolidate a list of daily needs that need to be purchased from the store.
2. In most cases, only one person will need to go to the store, once a day.
3. Prior to going to the store, check with other Coordinators to see if they need anything.
4. See that the Kitchen Manager and Assistant Cooks adequately perform their duties.
5. Be responsible for purchasing supplies for the adequate functioning of the Kitchen and to assure that said purchases remain within the established youth camp budget.
6. Check with the Kitchen Manager to make sure that all invoices and receipts are properly listed and any money is properly counted and wrapped for deposit, then turned into the Administrative Assistant to the State Youth Director daily.
7. Make sure the Kitchen Manager and Assistant Cooks follow proper sanitary procedures in the preparation and serving of meals.
8. Make sure that adequate food is served to all staff and campers at each meal. We should never run out of food, but we do not want a large quantity of leftovers.
9. Work with the Camp Coordinator in relation to camp needs and disbursements.
10. Make sure a proper inventory is made in the kitchen at the end of camp.
11. Submit a complete statement of petty cash disbursements, receipts and invoices to the Administrative Assistant to the State Youth Director daily.
12. Attend all worship services, as the schedule permits.

Kitchen Manager

☺ JOB DESCRIPTION ☺

1. Work directly under the supervision of the Kitchen Coordinator.
2. Create a satisfactory menu for all camps with the approval of the State Youth Director.
3. Make sure all food is ordered and delivered to campus prior to each week of camp.
4. Turn in all receipts and invoices to the Kitchen Coordinator.
5. Be sure that all meals are prepared and ready to serve according to the daily schedule.
6. Make sure that adequate food is served to all staff and campers at each meal. We should never run out of food, but we do not want a large quantity of leftovers.
7. See that the kitchen is kept clean at all times and at the end of each meal all appliances, equipment, etc., are washed thoroughly, the floors swept and mopped, according to health department standards.
8. Keep a constant check of all equipment in order to ensure that it is operating properly and shall report any malfunctions to the Kitchen Coordinator.
9. Thoroughly wash hands prior to preparing and serving food according to the health department standards.
10. Make sure that all assistant cooks fulfill their responsibilities.
11. Make sure that the entire kitchen and storage areas are thoroughly clean and in order at the end of each camp.
12. Attend worship services as the schedule permits.

Assistant Cooks

☺ JOB DESCRIPTION ☺

1. All Assistant Cooks are to meet with the Kitchen Coordinator immediately after the Staff Orientation Meeting in order to review policies and procedures and to work out the schedule for the week.
2. The Assistant Cooks are to learn the duties of the Kitchen Manager and all policies and procedures of the kitchen .
3. Workers are to report for duty according to the schedule posted by the Kitchen Manager.
4. All workers should strive to keep the kitchen as clean and sanitary as is humanly possible. They will be expected to do their share of cleaning, including: washing, cleaning, sweeping and mopping the kitchen at the end of each meal.
5. Each worker will strive to be efficient in as many different operations of the kitchen as possible in order to accomplish their job.
6. Some areas of work require knowledge and experience, and each worker should make sure he/she knows how to perform a particular task before attempting to do so.
7. All workers should wash their hands, thoroughly, before preparing and serving food and should strive to be clean and neat in their appearance.
8. When working with food or drinks that are not completely sealed, workers should make sure their hair is properly covered and bound so that it does not come close to the items being prepared or served.
9. Each worker should become familiar with the area in which he/she is serving so that he/she can give suggestions to the Kitchen Manager as to when an item needs to be reordered.
10. Should attend all worship services, as the schedule permits.

Cafeteria Manager

☺ JOB DESCRIPTION ☺

1. Work directly under the supervision of the Kitchen Coordinator.
2. Make sure all equipment, tables, chairs, etc., are properly cleaned and set up for each meal.
3. Shall have proper cleaning supplies always available for your staff to keep the cafeteria, lobby, and restrooms clean.
4. Sweep the floor after each meal. Spot mop the floor after each meal and, if needed, mop the entire floor.
5. Be sure that your staff arrives for work at the scheduled time and fulfills their responsibilities.
6. Attend all worship services, as the schedule permits.

Cafeteria Staff

☺ JOB DESCRIPTION ☺

1. Work directly under the supervision of the Cafeteria Manager.
2. Keep the cafeteria, lobby, and restrooms clean at all times.
3. Make sure all equipment, tables, chairs, etc., are properly cleaned and set up for each meal.
4. Attend all worship services, as the schedule permits.

CANTEEN/CAMP STORE COORDINATOR

☺ JOB DESCRIPTION ☺

1. Work together with the Kitchen Coordinator to consolidate a list of daily needs that need to be purchased from the store.
2. In most cases, only one person will need to go to the store, once a day.
3. Prior to going to the store, check with other Coordinators to see if they need anything.
4. See that the Canteen/Camp Store Manager adequately perform their duties.
5. Be responsible for purchasing supplies for the canteen and camp store, and to assure that said purchases remain within the established youth camp budget.
6. Check with the Canteen/Camp Store Manager to make sure that all invoices and receipts are properly listed and any money is properly counted and wrapped for deposit, then turned into the Administrative Assistant to the State Youth Director daily.
7. Make sure the Canteen/Camp Store Manager follow proper sanitary procedures in the preparation and serving of all food.
8. Work with the Camp Coordinator in relation to camp needs and disbursements.
9. Make sure a proper inventory is made in the canteen/camp store at the end of camp.
10. Properly identify all receipts with the Chart of Accounts and turn in all receipts each morning at the State Youth Director's office.
11. Prepare a nightly deposit with the Camp Coordinator and deposit in the night deposit box at the bank.
12. Attend all worship services, as th schedule permits.

Canteen/Camp Store Manager

☺ JOB DESCRIPTION ☺

1. Take an inventory no later than 10:00 AM on the first day of camp to make sure there is sufficient stock, supplies, and change to effectively open the Canteen.
2. Meet with all Canteen workers following the Staff Orientation Meeting to review the policies and procedures of the Canteen and to create a schedule for the week.
3. Order stock and supplies as needed after consulting with the Canteen Coordinator.
4. See that the Canteen is kept clean at all times and that at the end of each day, all machines, tables, equipment, etc., are washed thoroughly and the floors are swept and mopped.
5. Turn in all receipts of purchased supplies to the Canteen Coordinator daily.
6. Prepare a financial statement at the end of each day showing receipts and disbursements and submit it to the Canteen Coordinator.
7. Keep a constant check of all equipment in order to ensure that it is operating properly, and shall report any malfunctions to the Canteen Coordinator.
8. Make sure the lights are out and the doors and windows locked when the Canteen is closed.
9. Be present at least 15 minutes before the Canteen is to open.
10. Become familiar with all policies and procedures regarding the Canteen and make sure they are carried out in an efficient, business-like manner.
11. Attend all worship services, as the schedule permits.

Canteen/Camp Store Staff

☺ JOB DESCRIPTION ☺

1. All Canteen staff is to meet with the Canteen Coordinator immediately after the Staff Orientation Meeting in order to review policies and procedures and to work out the schedule for the week.
2. The Canteen staff is to learn the duties of the Canteen Manager and all policies and procedures of the Canteen.
3. Workers are to report for duty at least 15 minutes before opening time or by order of the Canteen Manager.
4. All workers should strive to keep the Canteen as clean and sanitary as is humanly possible. They will be expected to do their share of cleaning throughout the day, including washing, cleaning, and sweeping after the Canteen is closed in the evening.
5. Each worker will strive to be efficient in as many different operations of the Canteen as possible in order to accomplish their job.
6. Some areas of work require knowledge and experience, and each worker should make sure he/she knows how to perform a particular task before attempting to do so.
7. All workers should wash their hands, thoroughly, before serving and should strive to be clean and neat in their appearance.
8. When working with food or drinks that are not completely sealed, workers should make sure their hair is properly covered and bound so that it does not come close to the items being prepared or served.
9. Each worker should become familiar with the area in which he/she is serving so that he/she can give suggestions to the Canteen Manager as to when an item needs to be reordered, or if consideration should be given for not purchasing an item again because it is not selling.
10. Workers are to refrain from eating or drinking items from the Canteen except those that are paid for in the same manner as all other workers and campers.
11. Workers should make sure that all canteen cards are properly marked when an item is purchased.
12. Care should be given to ensure that all items are correctly charged.
13. Attend all worship services, as the schedule permits.
14. All workers are subject to the Board of Directors.

RECREATION COORDINATOR

☺ JOB DESCRIPTION ☺

1. See that the Recreation Staff perform their duties.
2. See that all recreation equipment is properly set up each day by the Recreation Staff, and if necessary, collect it each evening. See that all equipment is properly dismantled and stored at the end of camp. The exact action will depend upon activities the following week. Check with the Camp Director.
3. Daily recreation schedules must be given to the Head Counselors at breakfast each morning, who in turn will distribute these to the Counselors.
4. Plan recreational activities on opening day for those who complete registration early.
5. Be acquainted with all game rules.
6. Have rainy-day activities prepared.
7. Be a Christian example to fellow workers and campers in every situation.
8. Be in charge of getting Gatorade or water to athletic areas for campers and staff.
9. See that competition in the sports and recreation program is properly conducted.
10. Be responsible for the maintenance of the grounds both daily and for the final check-up on the last day of camp.
11. Record daily points for recreation and collect the daily points from the Head Counselors.
12. Tally all “Super Cabin” points each day and total the points for the presentation of the “Super Cabin” Award. Points will come from recreation and from the Head Counselors’ check of daily activities.
13. Make sure that the youth storage areas are kept clean each day and all equipment is returned to the building in an orderly fashion.
14. Be sure that all paddle boats, blobs, kayaks, bumper boats, and all water equipment is running properly and stored properly at the end of camp.
15. Attend all worship services.

Athletic Director

☺ JOB DESCRIPTION ☺

1. The Athletic Director, working directly under the supervision of the Recreation Coordinator, will be responsible for the recreation and athletic program for the entire camp. He/she will have a staff working with him/her and will be responsible to see that all assigned duties are carried out.
2. Be responsible for setting up all recreation equipment before the beginning of activities on the first day of camp.
3. Make sure that there are sufficient supplies and equipment on hand to play various games.
4. Turn in a written order to the Recreation Coordinator when supplies or equipment items are needed.
5. Conduct tournaments and competitions and keep proper records.
6. Be responsible for all equipment and its proper use and safekeeping.
7. Have a plan for activities in case of rain or muddy fields that would hinder regularly scheduled activities but would not completely force everyone inside.
8. Be responsible for any field day activities.
9. Plan and staff the recreation time during the electives each day.
10. Attend all worship services.
11. Be subject to the Board of Directors.

Recreation Staff

☺ JOB DESCRIPTION ☺

1. Become familiar with the duties of the Athletic Director in order to assist him/her in whatever tasks are assigned.
2. Become familiar with all camp policies and procedures relating to recreation and athletic activities so that they run smoothly.
3. Assist the Athletic Director and Recreation Coordinator in whatever area they designate.
4. Attend all worship services.
5. Be subject to the Board of Directors.

Lifeguard

☺ JOB DESCRIPTION ☺

1. The Lifeguard will work directly under the supervision of the Athletic Director. He/she must be officially certified as a lifeguard to work at camp.
2. Follow the schedule and be present at the pool at least 30 minutes before scheduled to work.
3. If the pool needs attention, such as, vacuuming, chemicals, etc., on a particular day, the Lifeguard must notify the Recreation Coordinator, who will in turn contact the pool maintenance personnel.
4. At the end of the day, the Lifeguard must:
 - a) Clean up around the pool area.
 - b) Clean up the pool house, bagging all clothes and towels left behind.
 - c) Make sure all showers, sinks, toilets, and floors in the bathroom are clean and operative.
 - d) Be sure the paper towel and toilet paper dispensers are full.
 - e) Empty trash cans and put new trash bags in cans.
5. Assist in securing all water craft at the end of the recreation activities. Assist in making sure that all trash is picked up prior to the campers leaving the lake area.
6. Coordinate with the Recreation Coordinator on all pool competitions.
7. Assist recreation staff at the end of the week by storing all water equipment, whether at the pool and/or the lake.
8. The Lifeguard's responsibilities are from Monday morning through Friday morning.

SOCIAL COORDINATOR

☺ JOB DESCRIPTION ☺

1. Fulfill the requirements of pre-camp training as outlined by the State Youth and Discipleship Board.
2. Be in charge of supervising the social life of campers and directing many special activities. In some camps, there will be designated persons to serve on a program and social committee, but in other camps the Program and Social Coordinator will need to ask for volunteers from staff and campers in order to have assistance.
3. Plan special activities for the period following evening service and canteen time. The Social Coordinator will keep in constant check with the Camp Coordinator in order to know if special activities have already been planned.
4. Always have at least one hour of fun time prepared.
5. Have videos and other social activities available for rainy days.
6. Talk with the Caretaker and be his **contact person** for all needs and emergencies.
7. Make sure the Worship Center, and camp property are properly cleaned by the Maintenance Staff (and other staff and campers, if needed).
8. Be sure that the needs of our guest speaker (s), band members and drama team members, etc., are met throughout the week.
9. Make sure that the Production Team fulfills their responsibilities.
10. Keep the hospitality room in the Worship Center stocked with drinks.
11. See that no food and drinks are brought into the Worship Center.
12. Be sure that the Campus Pastor makes himself/herself available to minister to the needs of our campers and staff.
13. Make sure that the Staff Appreciation Team has sufficient snacks for the staff.
14. Assist the Camp Coordinator by making sure the electives are properly staffed and that all campers have signed up for the an elective.
15. Make sure that the Security Staff is on duty at all times.

Worship Leader

☺ JOB DESCRIPTION ☺

1. Endeavor to fulfill the requirements of pre-camp training as outlined by the State Youth and Discipleship Board.
2. Confer with the Camp Director concerning music materials.
3. Prepare the materials for music electives (if applicable), striving to have suitable material for worship and the age level of each particular camp.
4. Prepare a musical program for each worship service and provide all media for the Media team in a timely fashion.
5. Be prepared to work with the guest speaker during the worship service and altar service.
6. Become involved in other camp activities as often as possible, endeavoring to learn the names of both campers and workers and assisting in various areas as the opportunity arises.
7. Teach music electives as scheduled.
9. Be subject to the Camp Director and Social Director.

Production

☺ JOB DESCRIPTION ☺

1. Work with the guest speaker (s), worship leader, drama team, etc., to see that specific needs are met for each service.
2. Have all equipment, sound checks, and presentations ready no later than 30 minutes prior to service.
3. Be available throughout the camp week to provide services for any and all activities when called upon.
4. Serve as photographer, taking pictures daily of all events, and downloading them onto designated computer each night.
5. Be flexible to fill in other areas of camp when needed.
6. Place a link online for live streaming, Facebook Live, daily activities video. Consolidate all daily activities videos for the purpose of selling and downloading at the end of the week.
7. Must be familiar with all production equipment (lighting console, miker, etc.).

(continued next page)

Maintenance

☺ JOB DESCRIPTION ☺

1. Clean the Worship Center (including the restrooms), and glass doors after each activity and service.
2. Be sure the Worship Center is clean, including straightening the chairs, and the removal of all trash.
3. Be available throughout the day to assist in other areas of the camp when called upon.
4. Assist the Recreation Staff by supplying water coolers and cups during recreation time.
5. Make a daily morning trash pick up from all buildings, including the cabins.
6. Make sure there are plenty of trash containers located throughout the property and empty the containers when full.
7. Will attend all worship services.

Security

☺ JOB DESCRIPTION ☺

1. Security will be on duty 24-7.
2. If possible, he/she will attend the worship service.
3. He/she will report any problems to the Camp Coordinator.
4. He/she is subject to the Board of Directors.

Campus Pastor

☺ JOB DESCRIPTION ☺

1. Develop relationships with the staff and campers as quickly as possible.
2. Be prepared to minister to staff and campers at any given time of the day. Someone may just need to hear an encouraging word.
3. Meet with the nurse when someone is injured and be prepared to pray for the individual. You may even need to go to the hospital with an injured person, if needed.
4. Keep a positive attitude at all times and pass it on to others.
5. Attend all worship services.

CAMP POLICIES

Pre-Camp Orientation

1. The Alabama staff Orientation will be conducted on the first morning of each week of camp beginning at 10:00 AM sharp.
2. All workers must participate in Pre-Camp Training. Any exceptions due to emergency must be approved by the State Youth and Discipleship Director, and such exceptions will be made on a very limited basis.
3. The purpose of the training session is two-fold: (1) to train workers in their respective areas, and (2) to prepare the workers spiritually to work with campers.
4. Even though a worker might have worked enough in camp to know the procedures and policies very well, he/she is still required to attend the staff Orientation each week he/she is scheduled to work camp.
5. Sometimes, because of transportation problems or other hindrances, a worker might not be able to arrive by 10:00 AM on the first day. In such cases, the worker must put forth every effort possible to be at camp for at least a portion of the training session. He/she should check with the Camp Coordinator to ensure they understand and have received all information he/she may have missed.

Campers at Pre-Camp Sessions

1. No campers should arrive at camp before 1:00 PM on the first day of camp.
2. If workers coming for the staff meeting need to bring campers with them, the campers will be required to stay in a supervised area until registration begins.
3. During this time, campers are the direct responsibility of the person with whom he/she arrives.

Parent-Child Relationships When Both are in Camp

1. At times, parents and their children attend the same camps. Unless requested, it is usually not best for a parent to serve as their own child's counselor.
2. In either case, parents are not permitted to interfere with normal camp procedures in regard to their child.

Staff Meetings

1. A staff meeting will be held daily. **Communication Brings Cooperation.**
2. All staff members will attend the daily staff meeting. If needed, the Head Counselors will arrange an alternate schedule in order to supervise campers during this time.
3. The purpose of staff meetings is to discuss and resolve any problems relating to camp, such as discipline, spiritual problems, etc., and to inform the staff about the day's activities. A time will also be given for prayer and meditation.
4. Any discussion of grievances or problems will be considered confidential and should be confined to staff meetings. Under no circumstances are grievances or problems to be discussed with campers.

Personal Conduct and Hygiene

1. All workers should be an example in personal conduct and hygiene.
2. Counselors are responsible for camper conduct and hygiene.
3. One of the goals of our camp is to establish sound health habits and promote cleanliness, adequate rest, proper diet, wholesome exercise, and to develop good attitudes toward the body as being God's temple.
4. Positively no use of tobacco, alcohol, or drugs is permitted by staff or campers.
5. All campers are expected to adhere to a standard of modesty and decency in their camp attire. The dress code will be enforced by the camp administration. The staff is required to set the example.
6. Knives, weapons, fireworks, or anything deemed harmful will not be permitted. They will be collected and given back to their owners at the end of camp at the discretion of the Camp Director.

Attendance at Classes, Electives, and Worship Services

1. All campers and staff members are expected to attend all worship services.
2. All campers and Counselors will remain in all classes, electives and worship services until dismissed. Only authorized personnel are permitted to leave before dismissal.
3. All campers and designated Counselors will attend all scheduled classes, electives, and activities.
4. Any absence of a camper must be cleared with their respective Counselor.
5. Any absence of a Counselor must be cleared with their Head Counselor.
6. Any absence of any other staff member must be cleared with a member of the Board of Directors.
7. **All staff and campers should use the restroom prior to any activity, class, electives, and worship service.**

Boy - Girl Relationships

1. Church of God Youth Camps encourage a healthy relationship of friendliness and courteousness among all campers and workers.
2. Christian-like conduct is expected of all campers and workers.
3. All couples must remain within lighted areas.
4. All campers and workers must use designated walking paths.
5. Boys are not allowed in the girls' cabin area, and girls are not allowed in the boys' cabin area.
6. Even though a healthy boy-girl relationship is good, it should not at any time hinder either camper from participating in and enjoying regular camp activities.
7. All workers are to abide by the same guidelines as campers during pre-camp sessions and camp itself.
8. At no time should a worker let his/her friendliness with others become a hindrance to fulfilling his/her camp responsibilities.

Campers and Workers Leaving Camp

1. No camper or staff member will be at liberty to leave the campground without proper authorization.
2. When it becomes necessary to leave the grounds, the proper chain of command must be followed.
3. No one will be given permission to leave the grounds without knowing specifically where the individual plans to go and when he/she intends to return.
4. Should a parent come, send for, or authorize a camper to leave camp, the proper check out procedure should be followed.
5. All campers and workers spending the night on the grounds are expected to be on the grounds to prepare for bed and have lights out by the specified time.

Lights Out Policy

1. "*Lights Out*" means that every person should be in their room and in bed, prepared to go to sleep.
2. Within 30 minutes of this time, everyone should be quiet; within an hour, they should be asleep.
3. "*Lights Out*" time for each camp will be adjusted for its particular age group.
4. All workers should abide by the regularly scheduled "*Lights Out*" time through all camps, unless they are performing a designated job that must be done before bedtime. In such cases, extensions will be granted as needed. However, it then becomes the obligation of that worker not to disturb anyone who has already gone to bed.

Use of Vehicles

1. All private vehicles are to be parked in designated areas during camp.
2. Staff and campers are not allowed to drive personal vehicles during normal camp activities. Any exceptions must be approved by the Camp Coordinator.
3. Only the Board of Directors are authorized to use private vehicles on the campground during camp.

Clean-Up Policy

1. All campers and staff members are expected to cooperate in keeping their individual cabins/rooms neat and clean at all times, and to cooperate when asked to work in cleaning the restrooms and general areas of the cabins and other buildings.
2. Athletic Directors, Recreation Staff, etc. are responsible for the cleanliness of the athletic areas.
3. At the close of final activities for each respective area on the last day of camp, all campers will participate in a thorough policing of the campground. This final clean up will be initiated and supervised by the Head Counselors.
4. The cleaning and maintenance of staff rooms will be the responsibility of the Camp Coordinator.

Bathroom Guidelines

1. Bathroom protocol should allow for as much privacy as possible. No teasing should take place in the bathroom area. Counselors should give campers basic guidelines for proper behavior. Campers should not pull back shower curtains or bathroom doors when the stalls are occupied.
2. No popping others with towels. The bathroom is *not* a place to play!
3. ***Female Counselors:*** *When the age group is appropriate, be sure to discuss the proper disposal of feminine hygiene articles with your entire group.*

Personal Belongings

1. It is the responsibility of each individual present in camp to keep up with his/her own personal effects. Care should be exercised to prevent the misplacement and/or loss of belongings.
2. The State Youth and Discipleship Department is not responsible for the loss of personal property.
3. A Lost and Found Department will be provided at the Canteen. Lost items may be claimed by giving a proper description of the article.
4. **Items that are left at camp cannot be mailed.** They will be collected at the close of camp and placed in a box that will be marked for that particular camp. It is the individual's responsibility to contact the camp office in regard to the return of his/her item (s). All unclaimed items will be donated to a local charity at the close of camp.

Care and Destruction of Property

1. It is imperative that all property and effects be treated with care.
2. **In the event that property is deliberately destroyed, the camper and parents (or staff) will be held responsible for full retribution as determined by the Board of Directors.**
3. Any pranks or "*fun*" activity that infringes upon the rights of others, or that causes damage to camp property will **not** be tolerated. Such potential items of a damaging nature include shaving cream, water balloons, etc.
4. At the close of final activities for each respective area on the last day of camp, all campers will participate in a thorough policing of the campground. This final clean up will be initiated and supervised by the Head Counselors.
5. The cleaning and maintenance of staff rooms will be the responsibility of the Camp Coordinator.

Cafeteria Policy

1. Campers and unauthorized persons are not permitted in the kitchen area.
2. No running or rough-housing is allowed in the cafeteria.
3. Breaking in line is not permitted. Staff members are allowed to be at the head of the line when fulfilling a particular responsibility. In this case, they should be there before the serving line is formed and should not break into a line that is already moving unless it is absolutely necessary.
4. Second portions of food will be offered only after first servings are completed. The goal of camp is for everyone to have sufficient food without any of it being wasted.
5. Food, dishes, and utensils may not be taken from the cafeteria without proper authorization from the Kitchen Coordinator.
6. Since extra meals are limited, no one may invite friends to eat in the cafeteria. The Camp Coordinator and Kitchen Coordinator must be contacted before any exceptions are granted. A small charge may be assessed for any guests.

Canteen and Camp Store Policy

1. Only authorized personnel will be permitted inside the Canteen/Camp Store serving areas.
2. The general schedule for the opening of the Canteen and Camp Store is as follows: a) during the morning break, b) during afternoon activities, c) after evening services. Everyone is expected to pay for all items consumed.
3. The opening and closing of the Canteen and Camp Store will conform to the Daily Camp Schedule.
4. All staff members will be issued a \$10.00 card at the beginning of camp. All workers should present their card for all purchases. The staff canteen card may be used in both the Canteen and the Camp Store, but cannot be rolled over to be used at the next weeks camps.

Discipline

1. In the event of minor violations of camp rules, it is the responsibility of the Counselors and Head Counselors to handle these violations with love and prayer. Disciplinary action might include such methods as removal of privileges (loss of swim time, etc.), minor work details (sweeping floors, mopping, picking up trash, etc.), but in no case will it include physical punishment.
2. All major disciplinary action is the responsibility of the Board of Directors.
3. Under no circumstances shall a camper be deprived of food, isolated, or subjected to corporal punishment or abusive physical exercise as a means of punishment.

Sending a Camper Home

1. Every effort will be made to make camp enjoyable and to retain all campers for the duration of camp.
2. In the event a camper is to leave camp (due to disciplinary action, homesickness, emergency, etc.), he/she will only be permitted to leave the campground with his/her pastor, parent or legal guardian, or someone specifically designated by the parent or legal guardian. The camper's Counselor should make a full report (including date, time, reason for dismissal and the person with whom the camper leaves) to the Head Counselor, who will then report to the Camp Coordinator prior to the camper's departure. Personal follow-up will be the responsibility of the Camp Director.

Swimming Pool Policy

1. All campers and staff must be properly covered when going to and from the pool. Shoes or sandals must be worn to protect feet from sharp objects.
2. Campers are never permitted to enter the pool area unless lifeguards are present and in their proper position.
3. The lifeguard is to be treated with respect by both campers and staff. Workers must be safety conscious at all times. Many accidents happen at the pool!
4. All rules posted at the swimming pool apply to both campers and staff.
5. No boys are allowed in the pool area while girls are swimming, and vice versa.
6. There will be no horse-play in the swimming pool area, such as running, pushing, throwing others in the pool, or wrestling. This includes the staff. Violations will result in the revocation of swimming privileges.

Medication

1. All medication will be administered **only by the Camp Nurse**.
2. Prescriptions should be clearly labeled. Campers and staff should bring only the exact amount needed for their time at camp.
3. All medication must be turned into the nurse at registration.

Areas Off Limits

1. All buildings, and wooded areas not directly involved with the camping program are off limits, unless authorized by the proper personnel.
2. Unauthorized persons are not permitted in the Camp Office, Nurse's Station, Canteen/Camp Store or the Kitchen. Please be cooperative and set a good example for others to follow.
3. No one is to be near the pool or lake at any time unless there is a scheduled event and proper supervision, such as a lifeguard, is present.

Camp Visitors

1. All visitors will register at the gate with our security staff before visiting camp, campers, or staff, except those visitors coming to attend a worship service.
2. Visitors will be informed of camp policies and will be expected to abide by them.
3. Visitors will refrain from interfering with normal camp operations.
4. Visitors are not allowed to spend the night on the grounds, and must leave at the close of the daily worship service.
5. When persons bring campers to camp or come to pick them up, they should realize that we only prepare meals for those registered for camp, and consequently have only very few excess meals. Anyone wanting to eat with a camper or staff member must first check with the Kitchen Coordinator, who will inform them whether or not meals are available. A small fee may be accessed for meals.
6. Visitors should not attend any off-campus activities unless given permission by the Camp Director and Camp Coordinator.

Telephone Calls

1. Since camp only lasts a few days, campers do not need to make or accept calls unless an emergency arises. The camp phone number is: 205.467.6951.
2. A Head Counselor and Counselor must be present if it becomes necessary for a camper to call home. Campers need close supervision, because they sometimes will exaggerate circumstances and camp treatment when they are homesick. The Counselor should talk with the parent personally, giving assurance of our care for their child. Counselors must have the approval of the Head Counselors and Camp Coordinator prior to making any phone calls.

Golf Carts/Four-Wheelers

1. Only the B.O.D. and designated adults are to use the golf carts/atv's. No campers are to be on golf carts/four wheelers at any time, unless authorized by Director.
2. Golf carts are for the use of B.O.D. and designated staff or guests.

EMERGENCY PROCEDURES & POLICY

Severe Weather Plan

1. In case of severe weather such as a tornado or strong winds, counselors will be notified by camp leadership.
2. Campers inside the cabins or on the campground should go to the downstairs of the Administration Building.
3. Once in the Administration building they should go to the downstairs restrooms, kitchen and the stairwells. Campers should be kept away from doors and windows.
4. You should stay together as a group at all times.
5. Once you have reached your safe destination point, take roll of all your campers. If anyone is missing inform the Head Counselor or camp leadership immediately.
6. Remain in the safe area until the all clear is given by camp leadership.

Non-Weather Related Emergencies

1. In case of an emergency unrelated to severe weather, at the warning given by camp leadership, gather all of your campers and, if possible, return to your cabin.
2. Lock all of your doors and barricade them. Turn off all lights and music. Close all blinds and keep all campers still and quiet.
3. Once you are inside the cabin, take roll of all your campers. If anyone is missing, inform the Head Counselor or camp leadership as soon as possible. DO NOT leave your room until the all clear is given by the camp leadership.
4. If it is impossible to return to your room, find the nearest secure area to take cover and lock all doors. Inform the Utopia office of your location by cell phone, if possible.
5. The Utopia Office will serve as command post. The number at the Office is 205-467-6951 or call the Head Counselor's cell number.
6. You will receive this at the beginning of camp.
7. Remain in the safe area until the all clear is given by camp leadership.

YOUTH CAMP CABIN CHECK LIST

One responsibility of the counselor is to assist in keeping your cabin and other camp facilities neat and clean.

Below is a sample of the check sheet the Head counselor will use in grading your dorm.

YOUTH CAMP CABIN CHECK LIST

CABIN# _____ COUNSELOR _____

SCORE

1. Litter in yard around your cabin _____
 2. Trash containers emptied in cabin _____
 3. Beds made neatly _____
 4. Suitcases neatly closed _____
 5. Floors swept _____
 6. Floors clear of all towels and wash clothes _____
 7. Lights off..... _____
 8. Doors Closed _____
 9. Clothes and shoes in proper place _____
 10. Clothes/towels/wash clothes hanging appropriately on lines..... _____
- TOTAL SCORE** _____

(Rate each of the above items on a scale of 1-10.)

DIRTY CABINS

**will set-up and clean-up before and after services or
camp capers and in the cafeteria.**

Spirit Stick

CAMP SPIRIT STICK GUIDELINES

The winner of this daily award will be determined by the Recreation Coordinator and his staff.

There should be a Boy's Cabin and a Girl's Cabin winner. There can be as many honorable mention winners as necessary.

Criteria for winning should be participation in events, enthusiasm, cooperation, good sportsmanship, and overall positive attitudes. There could be other factors to consider determined by those making the decision.

The stick will be presented each evening to the winning teams. They will keep the stick until the following evening. Winning cabins are encouraged to decorate a portion of the stick as they desire.

The winners and runners-up will be announced each evening by the Recreation Coordinator.

SUPER CABIN POINTS

Winners: 5,000 points

Honorable Mention: 2,500 points

NOTE: Points will be deducted for taking the Spirit Stick from the winning cabin.

ALABAMA YOUTH CAMP

Super Cabin Points List

Each cabin will be a team. Each team will compete for the Super Cabin Award to be given on the last night of camp. First, Second, and Third place ribbons will be awarded to the three boys and three girls teams finishing the week with the highest number of points. Points can be earned (or lost) from the following:

Recreation

1 st	5,000
2 nd	4,000
3 rd	3,000
4 th	2,000
5 th	1,000

Spirit Stick

Winner	5,000
Honorable Mention	2,500

Clean Cabin

Winner	5,000
Honorable Mention	2,500

Dirty Cabin

Winner	-5,000
Dishonorable Mention	-2,500

Scripture Memorization

1,000 per scripture passage memorized
20,000 if all scripture passages memorized

Additional points can be earned by reciting the Ten Commandments and our Declaration of Faith.

Fast Passes
will be awarded each day
to the clean cabin winners for
one Boy and one Girl Cabin

Ten Commandments

- 1. Thou shalt have no other gods before Me.**
- 2. Thou shalt not make unto thee any graven image.**
- 3. Thou shalt not take the name of the Lord thy God in vain.**
- 4. Remember the Sabbath and keep it holy.**
- 5. Honor thy father and thy mother.**
- 6. Thou shalt not kill.**
- 7. Thou shalt not commit adultery.**
- 8. Thou shalt not steal.**
- 9. Thou shalt not bear false witness.**
- 10. Thou shalt not covet.**

Declaration of Faith

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

