

2017 Kids' Camp Volunteer Manual

Creating an environment
where kids experience God in
a life-changing way.

MNKIDMIN

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Dear Team,

Welcome to Kids' Camp 2017!

We are looking forward to another great year of Kids' Camp.

The highlight of camp is the work that God does in the lives of the campers. Each year many campers are saved, baptized in the Holy Spirit, healed and called into ministry. What a wonderful opportunity we are given to have a part in that!

Volunteering at camp is a wonderful experience, but it is also not to be taken lightly. We cannot do camp without you! As a part of the volunteer team, you fill a very important role in helping accomplish the camp mission – “Creating an environment where kids experience God in a life-changing way.” Counselors, you are the role model, the mentor, and the spiritual leader of your group of campers. Grandparents, you provide comfort to those who are homesick and a friendly smile to all those going through the meal lines. Rec. Team, you provide safe, fun activities that engage the camper's body and mind. Night Watch, you keep our campgrounds safe during the night so the rest of us can be well rested and ready to go in the morning. Office Volunteers and all Coordinators, you keep things organized so the campers can receive the best experience possible.

Please be in prayer for the campers with whom you will be interacting. Some of you know many of the campers already and many of you don't. We have campers from all kinds of different backgrounds and family situations. Please pray that God will use you to minister to them as needed.

We are so glad you have chosen to spend some of your valuable time investing in the lives of the campers. Thanks!

Pastor Chris Pruett

Why Do We Have Camp?

We strive to make Kids' Camp an environment where kids experience God in a life-changing way.

One week at an Assemblies of God camp can be a major factor in changing and molding a young person's life. In fact, it's been said that one week of camp is the best week of the summer. Ask a group of Christians where they made their decisions for Christ and you'll find a high percentage made that important commitment at camp. Have you ever wondered why? Look at some of the reasons:

- **A Positive Atmosphere** – Take kids out of their usual, everyday surroundings, place them in a positive atmosphere, and they become more open to ideas you may present. This is really enhanced when you catch them doing something right. Many times children are only told what they are doing wrong.
- **A New Focus on Life Without Distractions** – Take young people away from a TV, video games and the busy lifestyle most kids are living and you may see them open up to learning how relevant God can be in their lives. A week full of wholesome Biblical teaching and Christian influence can make the difference in a child's life. This is why we have so many children give their lives to Jesus as well as many baptized in the Holy Spirit and called into full-time ministry.
- **Growth in All Areas of Life** – At camp a child has a chance to grow in several areas where they may have weaknesses, whether it is physical, spiritual, social, mental or even emotional. Many young people have areas of their life compartmentalized — recreation in one time slot, social contacts in another, God in another, etc. Camp provides the chance to integrate all aspects of life into a balanced whole with each part affecting and being affected by the others. The camper can see that God relates to him when he's playing softball just as God relates to him while he's studying the Bible.
- **An Opportunity to Develop Abilities** – A few days away from home and family provides an opportunity to learn to live with others whose personalities and lifestyles may be completely different than their own. The athletic events and other activities help campers develop confidence. The Bible teachings and fellowship help a child learn how a life of obedience to God can be an effective witness back home.
- **To See the Life of a Christian Adult** – Young people gain tremendous value from watching adults. Camp provides an opportunity for campers to spend quality time with an adult who cares about them and allows them to see how a Christian adult responds to the common, everyday experiences of life. It's a great chance to see that Christ is relevant in the camp volunteer's life and that God has answers and help for daily living.

Volunteer Expectations

Attitude & Teamwork

- You are the spiritual model for your campers. If you praise God openly, they will. If you pray, they will pray. Set a godly example according to Ephesians 4:1.
- The services are the most important events of the day. Pray that all campers will be changed, called and moved by the power of the Holy Spirit.
- Take advantage of break periods (Halftime is the break for Counselors and CIT's only) and know your physical limitations. Often times, we are at our worst when we are tired so stay rested!
- Be fair to all. Do not show favoritism.
- Express your problems and possible solutions to your Color Team Pastor, and not to the campers or other Counselors. Ask for help before a situation gets out of hand.
- Work in full cooperation with the Color Team Pastors, Coordinators and Assistant Coordinators.
- Respect camp policies.
- Your group or ministry position is your #1 responsibility throughout the week. Please put flirting, dating, and PDA on hold for this week.
- Follow your schedule and be on time. Be where you are supposed to be.

Counseling Group

- Never be alone with a child in a room. One-on-one counseling should be done in plain sight in view of others.
- Remain with your campers at all times. (The exception is your one-hour break time.)
- Feel free to buddy up with other counseling groups in your color group and "trade" campers during Rec periods.
- Do not counsel on a subject matter that should be brought to your Color Team Pastor's attention first. Ex. sexual questions
- Do not send a camper out of the cabin alone; everyone should have a buddy when going to the bathrooms at night.
- Sit with your campers during mealtimes and services. The seating arrangement below will help keep order. O = counselor; x = campers
xxxx
xxOxx
- Encourage your group to keep rooms and areas around cabins clean. Rooms will be inspected once a day and the counseling group with the cleanest room(s) for each color group will get to sit in the front row of their section for services.
- Do not allow pillow, shaving cream, towel or water fights in the rooms. DO not allow your kids to wrestle with each other or with you.
- Do not allow campers to use your cell phone for calls or games. Permission for calls is only granted from the Camp Director, Coordinator, or Assistant Coordinator. History shows calling home causes far more homesickness than it helps.
- Be aware of any of your campers who take daily medications.

Rec Periods

- Encourage your campers to enter into the recreation period enthusiastically. You can do this by being enthusiastic about the activities yourself. Help the timid enter into group participation.
- Be on time for scheduled events. Late groups affect the other groups' ability to enjoy their activity, as no one is allowed to start until all are present.

Counselors-in-Training (CITs)

- This is your chance to learn about being a Counselor. Take advantage of this time.
- CITs are not to be left alone with campers.
- Assist Counselor by running errands, leading the campers in activities, and by having a great attitude about everything in which your group is participating.

Discipline

Counselors, you have one of the toughest but most rewarding jobs at Camp. Your campers will remember you long after they have forgotten the Blob, the water fight or Halftime. You will have an impact this week.

You will be assigned a group of campers for whom you alone are responsible. You will eat with them, participate in games with them, pray for them and share the Scripture with them. Though this is Bible Camp, you must remember that your authority will still be challenged, campers will act out and some will willfully disobey. How you handle discipline will be a key to your success this week.

- In your first meeting, make your campers aware of what is expected of them.
- Discipline only in the spirit of Christ.
- When a camper breaks a rule, help them to understand why we have that rule.
- You must insist that campers do the following:
 - attend all meals
 - attend all services and classes
 - wear shoes at all times except at the waterfront
 - bathe/shower at least once this week and after every swimming time

IMPORTANT: Your Color Team Pastor, Camp Coordinators and Assistant Coordinators are here to assist you in discipline. At times you will have a camper who will not respond to you. When this is the case and the camper is becoming a disruption to the other campers in your counseling group, or when you find you are spending all your time with the one child and are not able to effectively minister to your whole counseling group, let your Color Team Pastor and Coordinators help you.

Policies

General

The following policies apply to every person in the camp:

- No one is to leave the camp grounds unless permission is given by Pastor Chris Pruett or the Camp Coordinator.
- No smoking by volunteers or campers at any time.
- Any use of drugs or alcohol by anyone will result in immediate dismissal. We reserve the right to inspect contents of all personal belongings. The holding and/or disposal of the forbidden items is the right of the Camp Coordinator and Director. Drugs, alcohol, tobacco, electronics and weapons are not allowed.
- If you hold a position that requires meetings, please be on time.
- Kids Camp is a closed campus. No visitors for volunteers or campers, unless cleared with Pastor Chris Pruett or the Coordinator beforehand.
- No camper is allowed in any room of the opposite gender. NO one is to enter another person's cabin when no one is there.
- Rooms and camp property must be respected and kept clean. Any charges for items broken, damaged or stolen during camp will be billed to the churches or individuals involved.
- Camp policy on dress for Volunteers and Campers:
 - Shoes must be worn at all times.
 - Modesty in dress, including swimsuits, is expected and will be enforced.
 - Clean clothes are required during all services.

Sexual Abuse

- Under NO circumstances are a camper and Counselor allowed to be alone behind closed doors or in an isolated location.
- ALL allegations of sexual abuse will be thoroughly investigated.
- Discretion must be used in terms of physical contact of any kind.
- If privacy is required for "counseling," privacy will be defined as having TWO adults participating with the camper being counseled. Follow the Rule of Three.
- If a camper must be transported for any reason, more than one adult must accompany the transported camper.
- The grounds will be periodically checked, particularly those areas where sexual abuse may occur.
- ALL communicated accounts of abuse MUST BE REPORTED to the Camp Director or Camp Coordinator IMMEDIATELY.
- Counselors and volunteers are to keep ALL disclosures CONFIDENTIAL.
- Counselors will be housed in separate sleeping units from campers.
- Campers are not to be sharing beds.
- These Guidelines are for the mutual benefit of the camper and the Counselor.
- See the Helps section for "Identifying the Sexually Abused Child."

Waterfront

- Please be on time for all waterfront activities.
- Campers will be required to take a swim test before being allowed to swim past the buoys.
 - The test consists of swimming back and forth between the docks without touching the bottom of the lake.
 - All activities and toys past the buoys require passing the swim test and wearing of lifejackets.
- Please talk with your campers ahead of time about the testing. Please be sure they are ready to test.
- Campers who passed the swim test in previous years will not need to retake the test. The swimming wristband will be in the counselor packet for them when they arrive.
- Testing may be done on Monday after your church has checked-in in the gym. Testing will be available on Monday afternoon during Rec periods as well. This will take some time, but it will allow the lifeguards to get the testing done before there are large groups of campers swimming.
- The Waterfront Coordinator is in charge of the waterfront area. Please show respect to them at all times, setting an example for your campers.
- No one is to be in the lake except during the Rec period assigned to your color team.
- The Waterfront Coordinator may assign Counselors duties at the waterfront. If there is no one to fulfill those duties, that activity will not be offered. To make this an enjoyable time for your campers, please be willing to help in whatever way the Waterfront Coordinator requests.
- The waterfront will be closed 5 minutes before the Rec period ends. This is to allow the swimmers time to get ready for their next activity. Please be on time to your next activity.

Checklists & Timelines

Before Coming to Camp

All Pastors, counselors, CIT's, and other volunteers should:

- Fill out a Volunteer Application and a Background Check Disclosure Form and turn in to your church so that a pastor can fill out the Pastoral Reference Form.
- Email a picture of yourself to mnkids@outlook.com for your Kids Camp volunteer ID.
- Read and understand the Camp Volunteer Manual and the job description for your specific position.
- Pray for all of the campers you will interact with throughout the week, that the Lord will touch their lives.
- Come to camp well rested. This will be a busy week; you do not want to start out tired.

Things to Bring to Camp

- | | |
|--|--|
| <input type="checkbox"/> Bible & notebook | <input type="checkbox"/> Play & mud clothes |
| <input type="checkbox"/> Modest attire | <input type="checkbox"/> Modest swim wear |
| <input type="checkbox"/> Sleeping bag or sheets/blankets & pillow | <input type="checkbox"/> Umbrella |
| <input type="checkbox"/> Jacket/Sweater | <input type="checkbox"/> Money for offering & snacks |
| <input type="checkbox"/> Cell phone with texting capabilities | <input type="checkbox"/> One day's supply of rainy day activities for your cabin |
| <input type="checkbox"/> Water bottle | <input type="checkbox"/> Band-aids & antibiotic ointment |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Masking tape & marker for marking items & taping things to the wall |
| <input type="checkbox"/> Alarm clock | <input type="checkbox"/> Box of tissues |
| <input type="checkbox"/> Bug spray that is child-friendly | <input type="checkbox"/> Paper towels |
| <input type="checkbox"/> Sunscreen | <input type="checkbox"/> Camera |
| <input type="checkbox"/> Towels, washcloths & toiletries | <input type="checkbox"/> Volunteer Manual |
| <input type="checkbox"/> Sandals, comfortable walking shoes, extra shoes | <input type="checkbox"/> Hand Sanitizer |

First Day of Camp

1. When you arrive at camp with your church, cars and vans will temporarily park in the parking lot between the office and the worship center, while buses will temporarily park in the ball field. Vehicles staying on-site will need to be moved to the RV park after unloading.
2. Your church's camp coordinator will go to the office to check in. Everyone else should stay in the vehicle.
3. Once the coordinator is back at your vehicle, they will distribute check-in packets to the Counselors and other volunteers.
 - Carefully put wristbands on campers, not too tight and not too loose, as there is a \$1 fee for any wristband that needs to be replaced.
 - Notice that some wristbands have a "C", "CIT" or "PCA" written on them before the group number and room number. Those are for the adults, so put all wristbands on appropriately. If your group is split into more than one room, also make sure that everyone gets a wristband with the appropriate room information.
 - The coordinator will then go to the gym to turn in the group's medications, money and mail if they brought any.
4. Counseling groups and volunteers will find their cabins/rooms, drop off their luggage and get settled in for the week.
5. If an adult does not have a cell phone for texting purposes, they should go to the gym to check out a cell phone. If you are a Counselor, find someone else to stay with your campers, as they are not allowed in the gym during check-in.
 - We do not provide phones for anyone under 18 and only 1 phone per grandparent couple.
6. Groups can then go to the waterfront to take swim tests, and/or take a tour of the camp as a group.
7. For campers in your counseling group who did not arrive at camp with you:
 - If the camper **arrived at camp before you did**, you will have a brightly colored card on your envelope to indicate you need to go to lower level of Lakeview Center to pick them up.
 - If the camper **is not at camp yet**, you will receive a text or call when they arrive and you are to meet them at their cabin. Please make sure the volume is turned up so you can hear it when the office tries to reach you.
 - If you haven't connected with a camper by the time Orientations begin, they will be seated in your color group, so make sure to find them when the Orientation is over.
8. Lunch will begin at 12:30 pm in the cafeteria.

9. Orientation will begin at 2 pm. Drop your group off in the Worship Center, helping them find their place to sit according to your group color. Orientation for Counselors and CITs will be in the Le Homme Dieu Room in the lower level of the Event Center. Color Team Pastors are to go to the Camper Orientation first and then the Counselor Orientation. All others need to be in the Worship Center for crowd control in the Camper Orientation.
10. Throughout the day, be friendly and genuinely interested in each camper in your group (or with whom you interact). Learn their names and personalities. Help the campers get to know each other better.
11. Be alert to any special needs of your campers, such as learning disabilities, abuse, homesickness, shyness, low self-esteem and recent tragedies. Certain special needs will be noted on your group list. If medication for a camper is noted on your group list, please check with the nurses to find out what time the meds are needed.
12. If your room locks and you would like a key, you may check one out for a \$5 deposit from the Lake Geneva Camp Office, which is open: 8:00 - 4:30.

Counselor Check-in Packet Information

This list will be included in your check-in envelope. Reviewing this now will help the check-in process go smoother on Monday.

Items #1-7 will be in the Counselor Check-in Envelope from the office.

Items #8-11 will be in your Counseling Group Paper Bag at the Counselor Orientation.

- 1. Counseling group list:** A list of all members of your counseling group with: room assignments, health issues, who previously passed the swimming test & who pre-purchased t-shirts.
- 2. Photo ID Badges:** For all volunteers - These must be worn at all times.
- 3. Camp Schedule (attached to the Photo ID Badge):** This is your color group schedule. Follow it and don't be late.
- 4. ID Wristbands (Solid color):** Every person in your group should wear a wristband at all times. These are labeled with your group number and room assignment. If your group is split into more than one room, please put the wristbands on each person according to the room assignments. See the counseling group list for guidance of who is in each room.
- 5. Swimming Test Wristbands (USA flag):** Campers who passed the swim test in previous years will not need to take the swim test again this year. A swim test wristband has been included for them. Only the campers who have an "X" in the Swimming column can have the swim wristbands. All other kids will need to take the swim test.
- 6. Kids Choice & Rainy Day Activity list:** Use this list to decide what activities the group wants to do during your Kids Choice activities. Feel free to pair up with another counseling group and swap kids to do more than one activity. Also refer to this list for suggestions for activities if it is raining.
- 7. Spiritual Evaluation Forms:** Use this form to report how your campers are growing closer to God this week. This is what camp is all about!
- 8. Bandanas:** Bandanas representing your color group are for every Counselor and CIT in your group. Please wear it somewhere on your body to help identify yourself as part of that color group. Please work with and get to know the other Counselors of your color group. Bandanas are available for purchase in the Kids Camp store for campers.
- 9. Camp T-shirts:** T-shirts are for those who pre-ordered a t-shirt only. Please see the counseling group list for names and appropriate sizes. If a size needs to be exchanged, do not wear it & take it to the store. More shirts are usually available for sale in the camp store.
- 10. Backpack:** Every volunteer will receive a backpack. Counselors and CITs, use this bag to carry sunscreen, cell phone, medical supplies, bug spray, Leader Guides, Camper Journals, schedule & Bibles.
- 11. Leader Guides and Camper Journals:** Every person in your counseling group gets a booklet. You may use these booklets during Services and your color's Rally Time throughout the week. (Golf pencils will be provided.)

Last Day of Camp

1. Have campers pack-up on Thursday afternoon. The only things left out should be clothes for Friday. There will be no swimming on Friday.
2. Large garbage bags will be available on Thursday in the office if your campers need them to take their stuff home.
3. Gather up any unclaimed items and either throw them away or take them with you. Do not leave them in the room.
4. Make sure there is no garbage around your cabin or in the hallway outside your room. Pick up all large debris on room floor and empty trash in a nearby dumpster.
5. Put all belongings neatly on beds and have cabin inspected before going to Worship Center on Friday morning.
6. If you checked out a key from the Lake Geneva Camp Office, don't forget to return it and pick up your \$5 deposit before leaving the campgrounds.
7. The camp video will be shown in the Worship Center starting at 9:30 am Friday morning.
8. Medications are returned to owners by church. Your church coordinator needs to check in with the nurses at the back of the sanctuary to pick up the medications during the Closing Rally.
9. Camp is dismissed at 10:00 am. Please clear the campground by 10:30 am.
10. Write your campers within a week after camp. They love this!!

Sample Kids Camp Schedule 2017

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
<ul style="list-style-type: none"> • Please do not leave vehicles parked on the ball field. • Complete swimming tests on Monday before Orientation or during Kid's Choice. 		7:30	Wake Up	7:30	Wake Up	7:30	Wake Up	7:30	Wake Up
		7:45-9	Breakfast	7:45-9	Breakfast	7:45-9	Breakfast	7:45-9	Breakfast
		9:00	Worship Center Doors Open	9:00	Worship Center Doors Open	9:00	Worship Center Doors Open	7:45-9:00	Pack & Clean
		9:05-10:30	Morning Service Worship Center	9:05-10:30	Morning Service Worship Center	9:05-10:30	Morning Service Worship Center	9:30	Camp Video & Rally
11:00-2:00	Check-In & Swim Test at Waterfront	10:30	Rec Period	10:30	Rec Period	10:30	Rec Period	10:00	Dismiss
		11:30	Lunch & Rec Period	11:30	Lunch & Rec Period	11:30	Lunch & Rec Period	Geneva Java Hours <u>Monday</u> 3:30pm - 5:30pm 10:30pm - 12:30am (leaders only) <u>Tuesday-Thursday</u> 7am - 8:30am (leaders only) 1:30pm - 2:30pm (leaders only) 2:30pm - 5:30pm 10:30pm - 12:30am (leaders only) <u>Friday</u> 7am - 8:30am (leaders only)	
12:30	Lunch in Cafeteria	12:30	Lunch & Rec Period	12:30	Lunch & Rec Period				
2-3:15	Orientation—Campers in Worship Center; Counselors in Event Center	1:30	Halftime Worship Center	1:30	Halftime Worship Center	1:30	Halftime Worship Center		
		1:30	Counselor Break	1:30	Counselor Break	1:30	Counselor Break		
3:15	Pick-up Campers in Worship Center	2:30	Rec Period	2:30	Rec Period	2:30	Rec Period		
3:30	Rec Period	3:30	Rec Period	3:30	Rec Period	3:30	Rec Period		
4:30	Rec Period	4:30	Rec Period	4:30	Rec Period	4:30	Water Fight Across the street		
5:30-7	Dinner in Cafeteria	5:30-7	Dinner	5:30-7	Dinner	5:30-7	Dinner		
6:45	Worship Center Doors Open	6:45	Worship Center Doors Open	6:45	Worship Center Doors Open	6:45	Worship Center Doors Open		
7:00	Evening Service Worship Center	7:05-8:45	Evening Service Worship Center	7:05-8:45	Evening Service Worship Center	7:05-8:45	Evening Service Worship Center		
9:45	Get Ready for Bed	9:45	Get Ready for Bed	9:45	Get Ready for Bed	9:45	Get Ready for Bed		
10:15	Lights Out	10:15	Lights Out	10:15	Lights Out	10:15	Lights Out		

Orientation Information

Emergency Procedures

*The most important rule in every emergency is to **remain calm**. How you handle an emergency situation will have a significant impact on how your campers respond.*

Medical – Go to Nurse’s Office

1. If the injury is life-threatening, use your phone to dial 911.
 - a. Then call Nurse
 - b. Then call Camp Coordinator
2. Make injured person as comfortable as possible without moving them.
3. Contact the Nurse immediately. Do not administer any medication without the Nurse except inhalers.
4. The phone number for the Nurse’s phone is on the back of your ID badge.
5. The Nurse’s Office is on first floor of the Lakeview Center.

Lightning – Go indoors

1. Campers should not be outside when you see lightning.
2. Stay away from water areas, windows, plumbing and metal doors.
3. If you cannot get inside, crouch in low open areas away from trees, buildings and metal.

Tornado – Go to lowest level

1. Crouch low by strong inside wall, corridor or under heavy object (desk, bed, etc.).
 2. Wait for “All Clear” signal from authority.
 3. The bathrooms in the 100 Block, 200 Block, 500 Block & 600 Block, along with the bottom level of the Lakeview Center and the bottom level of the Event Center, are all “shelter areas” if there is a tornado warning.
 4. We like to try to get everyone together in the Event Center if possible, but be safe and go wherever is closest if necessary.
 5. Be in communication with your Color Team Pastor if your group is not with everyone else or if you are missing anyone in your group.
- There is a portable weather band radio in the office that is connected to the Douglas County Law Enforcement Center and informs us when bad weather is approaching. We will monitor this to keep our camp safe.

Fire in Any Building – Meet in ball field with color group

1. Stay away from any door that feels hot. Climb out a window if on first floor or wait for emergency help.
2. Stay near floor if in smoke.
3. Know where the nearest stairs are.

Active Shooter Situation – Run, Hide, Fight

1. Run – If you can get out.
 - a. Evacuate whether others agree to or not and help others escape if possible.
 - b. Leave your belongings behind.
 - c. Prevent others from entering the area.
 - d. Call 911 when you are safe.
2. Hide – If you can't get out safely, find a place to hide.
 - a. Act quickly and quietly.
 - b. Lock and/or blockade the door.
 - c. Silence your cell phone.
 - d. Hide behind large objects.
 - e. Remain very quiet.
3. Fight – This is a last resort and only if your life is in danger
 - a. Attempt to incapacitate the shooter.
 - b. Act with physical aggression and throw items at the active shooter.

Remember: The first responders on the scene are not there to evacuate or tend to the injured. They are well-trained, and are there to stop the shooter.

What to do when law enforcement arrives:

1. Remain calm and follow instructions.
2. Keep your hands visible at all times.
3. Avoid pointing or yelling.
4. Know that help for the injured is on its way.

Who's Who

Camp Director – This is Chris Pruet. He is our Minnesota Kids' Ministry Director. You will see him around camp, connecting with campers, Counselors and volunteers.

Camp Coordinator – For the week of camp, the Coordinator oversees all the functions of the Kids' Camp to assure it runs smoothly.

Assistant Coordinators – The Assistants assist the Camp Coordinator. They serve a variety of functions, chief of which is the care of our volunteers.

Color Team Pastors – These Pastors are here to connect with Counselors. They are the leader of the color team and the first person Counselors should go to with questions. (i.e. Guidance on discipline and spiritual matters, help minister at altar time and general camp questions)

Nurse – Located in the Lakeview Center first floor. The nurses take care of all minor and major injuries, dispenses medication and one of them is on-call 24 hours a day. Night calls are for emergencies only; please use your best judgment.

Rec Coordinator – The Rec Coordinator schedules and coordinates the Rec Schedule.

Waterfront Coordinator – The Waterfront Coordinator maintains the safety of our waterfront by directing Counselors and campers in proper water safety. The WC makes sure campers have life jackets and that the Blob and other water toys are properly staffed. The WC will require Counselors to assist in maintaining water safety. Please give them your ear and hand.

Kids' Camp Office Volunteers – The office volunteers are the catch-all of camp. While making sure all the paperwork, schedules, housing and assignments are done for one week of camp, they are simultaneously working on future camping weeks. The office volunteers help solve problems, sort the mail, make sure the store has enough money, etc.

Night Watch – These hard-working volunteers stay up all night, maintaining the security and safety of the camp and the campers. They assist in many ways, allowing the rest of us to sleep in peace.

Grandparents – These volunteers specialize in helping children that need some one-on-one attention. They also help serve meals and may accompany campers to the clinic.

Meal Coordinator – This volunteer coordinates the meal serving schedule and is a liaison between the kitchen and camp staff. This person will make sure each color group is allowed in the cafeteria at the appropriate times.

Glossary of Information

Bank – Campers should turn in all their money to the Bank upon arrival. The Bank is located at the back table in the Worship Center and is open during Rec periods and other select times that will be announced. Counselors will check out their group's money and distribute accordingly.

Camp Store – Located in the Geneva Board Room in the downstairs of the Event Center. Each color group will be assigned a Rec period to visit the store.

Camper Rules – Know them and be a good example by obeying them yourself. See page 18.

Connect Time – A time for Counselors and campers to exchange contact information before leaving camp. There are pages in your Leader Guides and Camper Journals to record each other's addresses.

Dress Code – All dress, including swimsuits, must be modest and appropriate during camp. Shoes must be worn at all times. All workers are leaders and must be an example in attitude and action by complying with the dress code.

Game On – Pre-service activities while kids and Counselors are entering the Worship Center for services.

Grounds – The following areas are off limits to everyone:

1. All buildings north of Lakeview Center along the lake
2. All RV sites
3. **Any area under construction**

Group Number – Each counseling group is assigned a group number to help identify counseling groups in a color team. This is the first number on the wristband.

Halftime – Fun and messy games in the Worship Center for the campers at 1:30 while Counselors and CIT's get a much deserved break. Grandparents, Color Team Pastors and Rec Team will be the supervision at this time. Counselors should escort their campers into the Worship Center at this time before taking their break.

Mail – Sorted by our office volunteers, it will be made available in the back of the Worship Center after Halftime. Only Counselors may pick up a group's mail. It may also be picked up in the office.

Meals – Counselors are to arrive at the cafeteria with their campers, following the directions of the kitchen staff on how to go through the lines. Counselors are to eat with their campers, and the counseling group is to leave together from the cafeteria. Meals are scheduled according to color groups; refer to your schedule. To help traffic at the tray return stations, Counselors are to bus all trays for their group.

Services – This is the reason we are at camp. Campers will have a chance to worship and grow in their relationship with the Lord in many different ways, including singing, listening to a Bible lesson and giving BGMC offerings. There will also be Small Group times, altar times and prayer stations throughout the services to give campers a chance to discuss, ask questions and think more about the topic of the service.

Rally Time – A Rec activity that you will spend with your Color Team learning about the theme of the week and participating in theme related activities.

Rec Office - Located in the South Nursery of the Worship Center. Go here to check out balls, sporting equipment and other items to use during Kids Choice activities.

Rec Periods – Every day your group will participate in multiple activities; for example: swimming, the rock wall and other physical games. See your color schedule for details.

Rule of Three – There must always be three individuals present. No adult should be one on one with a camper. (Two adults and one child or one adult and two children.)

Swim Time – Not everyone has to swim, but everyone must remain with their counseling group when at the Waterfront. Please maintain safety at the Waterfront and respect and obey the lifeguards, the Waterfront Coordinator and any other volunteer who may be helping out.

Vehicles – All vehicles on the camp grounds need to be checked in at the office. Anyone under 18 or any vehicle being left without a driver needs to turn the keys in to the office. The keys can be picked up on Friday morning. We are not responsible for items left in cars. Please remove any valuables before you park it for the week in the RV park. No one may leave without the Camp Coordinator's approval.

Wristbands – These must remain on the wrists of campers and volunteers at all times. The wristbands are used for identifying which counseling group campers and Counselors belong. The wristband is also a key element to the safety and security we provide at the campground. A broken wristband will cost the camper \$1.00 to replace; go to the office with camper, broken wristband and the \$1.00 to get a replacement. Each wristband has numbers unique to each counseling group. The first set is group number and the second set is room number. Example: 102-KR101

Helps

Camp Rules (Presented to Campers)

These rules are given as guidelines for every camper & worker to follow. This code of conduct has been established for your protection and the benefit of every person present and must be obeyed at all times! You have pledged yourself to abide by this code during the week you are here.

1. Stay with your Counselor.
2. Stay out of "off limit" areas.
3. Respect yourself and others.
4. Have Fun!

Geneva Java & Oasis Hours

Hours subject to change without notice.

Monday:

3:30 pm - 5:30 pm	Rec Time activity option
10:30 pm - 12:30 am	For volunteers only – Geneva Java Only

Tuesday-Thursday:

7:00 am – 8:30 am	For volunteers only – Geneva Java Only
1:30 pm - 2:30 pm	For volunteers only (during Counselor break)
2:30 pm - 5:30 pm	Rec Time activity option
10:30 pm - 12:30 am	For volunteers only – Geneva Java Only

Friday:

7:00 am – 8:30 am	For volunteers only – Geneva Java Only
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*Everything sold at the Oasis should also be available at Geneva Java.

Camp Discipline Ideas

Counselors: We wanted to offer some ideas for addressing campers with behavior issues that are small and in the scope of a Counselor or CIT. The best tip for encouraging good behavior and dealing with bad behavior is to communicate expectations and to always remain calm.

- **Communicate expectations clearly and often.** Let the campers see that you care about them as you are explaining your expectations. It's not about being a dictator that wants to control them. We are simply putting lines on the field so that everyone knows where they can play and be safe.
- **Give clear rules with consequences.** Set them ahead of time so that you are not making them up on the fly and the campers know what is going to happen if they choose inappropriate behavior.
- **Take all emotion out of the conversation** with campers that are misbehaving. If they are getting a rise out of you, they may just keep on doing it to watch you. Standing quietly and waiting is a great response to an out of control student. Let them know that you are in charge, that you will deal with them in a calm manner and they must be calm in order to continue the conversation.

Example tips for in Services:

1. Explain expectations to the group.
 - Listen when it's time to listen, participate when it's time to participate.
 - Bathrooms before and after but never in the middle.
 - Only leave with your Counselor.
2. Explain consequences to the group:
 - You get 1 reminder.
 - 2nd time you are given a new seat (either next to the Counselor or away from friend).
 - 3rd time you lose the privilege to choose a seat at the next service.
 - If you leave to go to the bathroom, you have to come back and sit next to the Counselor.

If things seem to be escalating and the calm and firm approach is having little effect, this is a good time to ask for a Color Team Pastor to enter the situation. Our goal is that the campers see you as a caring individual who is looking out for their best interest and that of the group. We want you to be the good guy, and the Color Team Pastor can take the heat.

Leading a Child to Christ

The children of today are the assurance of a healthy and growing church for today and tomorrow. All of us share in the responsibility of leading our children to Christ. The Word is clear - NOW is the appointed day of our salvation. As a child grows older, outside influences make it a more difficult task to win that child to the Lord.

- **At what age does a child move into the age of accountability?** The age of accountability depends on when a child begins to understand the difference between right and wrong. Statistics show us that most children accept Christ between the ages of seven and eleven. Whatever the child's age, the message of salvation must be proclaimed with love, patience and wisdom.
- **Why is it so important to lead a child to Christ?** First, children are sinners and need to be forgiven. Second, children are not as prejudiced as adults and are very open to the Gospel. Third, children, if properly nurtured, will have many more productive years to serve Christ than those who become Christians as adults.
- **What is the best way to present salvation to children?** The message of God's love and forgiveness may be presented anytime, anywhere and to anyone who will listen in a way that they will understand.
 - Children will respond in many different ways to the message of salvation. Most children will not completely shut out the message. They may not want you to pray or give a positive response, but they probably will not turn their backs on you. No matter how they respond, explain the plan of salvation the best you can, pray with the child and leave the rest up to God.
 - Our task is to present the Gospel with words they will understand and allow each child to make their choice. The plan of salvation must include:
 1. Everyone has sinned and needs to be forgiven. (Romans 3:23)
 2. Sin separates us from God; there can't be sin in God's family. (1 John 3:8-10)
 3. Sin carries a punishment, but salvation brings eternal life. (Romans 6:23)
 4. In spite of our sin, God loves us. (John 3:16)
 5. The only way to receive forgiveness is to ask God to forgive us through Christ as we confess our sins. (John 14:6)
 6. If we ask, God will forgive us and make us a part of His family. (1 John 1:9)
 - After determining that a child simply understands these things, ask if they would like to pray and ask God to forgive them. Either lead them in a prayer or let them pray in their own words.
 - Afterwards, ask them what happened when they prayed. Assure them of their salvation and their place in the family of God. Encourage them to tell someone else about their decision.
 - If a child chooses not to pray, reassure them of your love and of Christ's love. DO NOT treat them differently because of their decision but permit them to think and allow the Holy Spirit to work in their heart.

- After salvation, we are to make disciples of new Christians and to also help them learn to obey. It is vital that a foundation of Scripture is laid so a child will know where they stand in the Kingdom. Each child needs to know they are as important to God as anyone else and that He loves them through all circumstances. Finally, we need to encourage each child to be involved in a ministry according to their abilities.

Baptism in the Holy Spirit

The following questions and answers may be of help in preparing children for the Holy Spirit's fullness in their lives.

- **Must I be grown up to receive?** No. God's Word tells us His Holy Spirit will fill young people, too. "I will pour out of my spirit upon all people. Your sons and your daughters will prophesy, your young men shall see visions...The promise is for you and your children" (Acts 2:17, 39).
- **How can I earn the Baptism in the Spirit?** You cannot earn the baptism in the Holy Spirit. Acts 2:38 says, "Repent, and be baptized every one of you...and you will receive the gift of the Holy Ghost." Just as salvation is a gift of God, the fullness of the Holy Spirit in your life is a gift.
- **Is the experience of my parents enough for me?** No. While you may learn many things from your parents and teachers, spiritual experiences, such as salvation and receiving the Holy Spirit, can only be known by receiving them yourself. It is a privilege to have God's Holy Spirit come to fill you. Look forward to that time as one of the greatest events of your life.
- **Why is it important to be filled with the Spirit?** There are three ways the Holy Spirit assists us.
 - The Holy Spirit gives us strength to resist the temptation to sin. You can call upon Him to help you do difficult things. When you are tempted to do wrong, you can ask the Holy Spirit to help you, and He will give you strength to do right.
 - The Holy Spirit helps make the Bible clear to you as you read. John 16:13 says, "When he, the Spirit of truth, is come, He will guide you into all truth."
 - The Holy Spirit gives strength to witness to others. "You will receive power when the Holy Spirit comes on you; and you will be my witnesses" (Acts 1:8). The Holy Spirit will give you the courage to live for Jesus at school and in your neighborhood.
- **Will I know when the Spirit has filled me?** Yes. When the Lord comes into your life in His fullness, you will have a joy about which no one will need to tell you. Receiving the Holy Spirit is more than a few words in "other tongues." God Himself is coming to live in your life in a special way.

- **Will I need to speak in another language when filled?** Yes. While speaking in another language is not the main objective, it is the important proof that you have received Him. Read Acts 2:4; 10:44-46; and 19:6, 7 to find out about others who also spoke in another language when filled with the Holy Spirit.
 - People like to say what they want with their voices. But as you ask the Lord to take complete control of your life, you are saying, "Lord, take my voice also, to speak as you wish." When you speak in a language you do not know, it is proof that someone else has come to live in your life and is speaking through you.

- **What language will I speak when I'm filled?** It will be a language you do not know. Perhaps you will be praising the Lord in a language someone else will understand. This was true when the disciples in Jerusalem were filled with the Holy Spirit. It may be understood only by God, but your heart will be praising Him as you speak.

- **How do I ask the Lord to fill me?** First, remember you are not asking for a thing. You are asking God himself to take control of your life.
 - As you invite the Holy Spirit to come into your life more fully, look over the things presently in your life. Some things may need to be thrown out to make room for Him. He must be more important than all else.
 - Praise the Lord for His love, for salvation and for taking care of you each day. Tell Him how much you love Him. As you thank Jesus, ask the Holy Spirit to help you express your thankfulness more completely. When you think of all Jesus has done for you, you will realize you don't have adequate words in your language to praise Him as you would like. Ask the Holy Spirit to praise Jesus through your lips. As He does, using another language, you will be able to really express how you feel in your heart and will be filled with joy.

Identifying the Sexually Abused Child

The following is a list of some common behavioral characteristics of students who have been sexually abused. These indicators are offered with a caution against over-zealous case identification. Any one of these indicators alone does not necessarily indicate sexual abuse; they are general indicators of stress in young people. Several indicators, extreme or pervasive behaviors may indicate sexual abuse and warrant exploration of the source of the problem.

- Knowledge of sexual acts terminology inappropriate to age or developmental state
- Acting out adult sexual behavior, especially seductive behavior, promiscuity or fixation on sexual behavior
- Reluctance to undress for physical education
- Extreme avoidance of touch
- Provocative dress and behavior
- An abrupt change in behavior or personality
- Poor school performance
- Appearance of adult responsibilities, especially if mother acts or dresses like teenager role reversal
- Running away from home
- Drastic change in appetite
- Regression
- Lack of affect, denying abuse with no emotion, flat affect
- Aggression, destructiveness, anger directed everywhere
- Withdrawal and depression
- Excessive crying
- Anxiety, irritability, fears
- Few friends, poor peer socialization
- Pregnancy or venereal disease, especially if child has no apparent peer relationships
- Reluctance to go to a particular place or be with a particular person
- Indirect hints
- Extreme over-achiever, over-compliance

There are some common family patterns in incest cases:

- Extreme over-protectiveness of the child
- Extreme parental dominance
- Family isolated from the community and support system
- History of sexual abuse for either parent
- Extreme reaction to sex education or prevention of education materials being presented

Help from the Nurse's Office

Regarding Campers with Diabetes:

If a diabetic says to you:

“I need to get something to eat”

“I need some orange juice from the nurse”

“I need some food/candy from my cabin”

Please do whatever you can to assist them in getting some form of juice, milk or sugar into their system. Four or five lifesavers candy does a great job until juice can be obtained.

The nurse will have both fresh orange juice and glucose tablets in the carry-along box at the worship services. There is a supply of these in the Nurse's Office also.

Regarding Campers with Asthma:

If an asthmatic says to you:

“I need to get my inhaler”

“I can't get my breath”

“I'm feeling tired from all the exercise at camp today”

Do whatever you can to help them calm down and tell them you will help them get their inhaler. Some campers will have their inhalers with them at all times – others will be in the Nurse's Office. You may need to make them sit out an activity until their condition improves.

Regarding Campers with Physical Limitations: Know your camper's limits. Be aware that when they are having fun they may forget what their limits are! At home their mother probably reminds them of their limits – you are their mother this week!

It is your job to keep in mind that we don't want any cardiac, respiratory, bone, muscle, etc. injuries to the campers when their parents have specifically forewarned us about these things on their health records. If an emergency call needs to be made, the nurse wants to be able to say that “the Counselor has reminded him to take it easy all week, but apparently this time he just was too active and didn't take his Counselor's advice.”

Regarding Campers Taking Prescription Medicine:

(This also includes our asthmatic and diabetic campers on medicine.)

Nurses will have a table in the cafeteria at each meal service to dispense the medication to the campers. Bedtime medications will be dispensed in the back of the Worship Center after the Evening Service.

How You Can Help Your Camp Nurse

- If you find a camper unconscious, call 911 immediately. After you are positive the call has been made, look for the nurse. **DO NOT WASTE VALUABLE TIME LOOKING FOR THE NURSE BEFORE CALLING 911!**
- We want all campers to attend: the Morning Service and the Evening Service.
- Therefore: When the nurse says the camper can attend these activities despite a headache, upset stomach or mild case of diarrhea – **DO NOT DISAGREE WITH THE NURSE IN FRONT OF THE CAMPER!!** Problems often result when a camper stays up all night and then wants to sleep (in their cabin or in the nurse's office) during services. These campers need to sleep at night.
- Appropriate reasons for missing the services include:
 - A fever that does not respond well to Tylenol
 - Persistent and unrelenting diarrhea
 - Persistent and unrelenting vomiting
- We also have difficulty when a camper comes to us with complaints of illness but refuses to take any medicine (they don't like the taste of Pepto Bismol, etc.). There is not much a nurse can do in this situation except TLC. (This situation might be better handled by one of the Grandparents.) Campers that think they should be able to miss a service because they still don't feel well should be encouraged to attend the service and return to rest during rec or free time.
- Believe it or not – the nurses do not get much sleep! They have people coming to them at all hours of the night for minor complaints. We would appreciate your help in screening some of their requests at night with words like, "Why don't you get some sleep now, and if you don't feel better at breakfast time you can go ask the nurse for something then."
- Good reasons for waking the nurse at night:
 - You've called 911 and an ambulance is on the way
 - A high fever (the camper's forehead seems to be very hot)
 - Persistent and unrelenting diarrhea
 - Persistent and unrelenting vomiting
 - A diabetic having trouble
 - An asthmatic having difficulty breathing without much help from his inhalers
- The following symptoms can be dealt with in the morning:
 - Headache
 - Sunburn discomfort
 - Feelings of diarrhea or nausea but no evidence of it
 - A bandage for a cut that has stopped bleeding

Homesickness Helps

- Homesickness builds confidence. Overcoming a bout of homesickness and enjoying time away from home nurtures children's independence and prepares them for the future. If there's something about home children miss, that means there's something about home they love, and that's a wonderful thing. Sometimes just knowing that what they feel is a reflection of love makes campers feel better.

- Prevention is the Best Medicine
 - Break the ice – make sure that you get to know your campers and that your campers get to know each other. Play a silly game to get to know each other better on Monday afternoon.
 - Raise campers' comfort level – Let the camper know about the schedule and what they will be doing throughout their time at camp. Take a tour of camp on Monday so they know where things are including the nurse's office, the camp office and the Worship Center. Address fears or concerns such as darkness, bugs and experiences.
 - Keep busy – Down times, free time in cabins, early morning and before bedtime, are when campers get homesick because they have time to think about home. Play quiet games, tell stories or write a group letter to mail home to parents.

- Remedies – Homesickness is contagious, but there are remedies.
 - Set goals – Set an attainable goal for yourself and the camper, such as to try to stop crying until dinner time or remember three times during the day that he smiles and tell you about them later.
 - Ask for help – Other volunteers are here to help you. Grandparents are here to comfort homesick campers. Other, more experienced Counselors may have an idea to get you to the next activity. Don't be afraid to ask for help.
 - Give a little TLC – Spend a few extra minutes praying and talking with this camper. Grandparents are here to spend time with homesick campers that need more one-on-one time. Have a non-homesick camper or CIT befriend the homesick camper to make sure they know they are included in the group.
 - Don't make promises you can't keep – Don't promise a phone call home. A phone call can cause the homesickness just to get worse.
 - Share – Give them a stuffed animal to borrow while at camp. Share a funny story about when you were a camper or a secret that helped you not feel homesick. Have them share some things about their lives, too. Show interest in them; make them feel part of your "family" for the week.

Kids' Choice Activities

- 4-square
- 9-square
- Basketball
- Dodge Ball
- Board Games
- Chalk Art
- Crafts
- Finger Nail Polish
- Frisbee Golf
- Football
- Frisbees
- Gaga Ball
- Game Room
- High Five
- Human Foosball
- Nature walk
- Playground
- Soccer
- Softball/baseball/kickball
- Take a Nap
- Volleyball
- OPEN—You Decide

Rainy Day Activities

1. Write letters home.
2. Play games such as concentration, charades, etc.
3. Make up a progressive story, each person adding a bit to the story.
4. Compose a group cheer or song.
5. Memorize Scripture, pray for each other, the camp, the camp staff, and the home church and pastors. Make a prayer list of things to pray for when campers go home.
6. Draw pictures about camp.
7. Exchange experiences such as most embarrassing, funniest or saddest.
8. Talk about the future – what each camper would like to become.
9. Get some extra sleep.
10. Plan a skit for another cabin or group.
11. Have a Color Team Pastor or a Camp Coordinator join your group and have him or her share his or her testimony.
12. Collect names and addresses of each person in your cabin.
13. Have an indoor scavenger hunt.
14. Put on a talent show.
15. If lightning does not accompany rain, play Frisbee, volleyball, football, softball or possibly go for a hike.

Hillcrest Park/ RV sites 101-184

LGCC RV SITES- 1-70

