

# **NNE CoG Youth Camp '23**



## **Volunteer Manual**



**Senior Staff**



ADMINISTRATIVE BISHOP - Mike White

CAMP DIRECTOR - Art Fairbrother

CAMP SECRETARY - Jen Fairbrother

**Session 1 - Teen Camp June 29-July 3**

CAMP COORDINATOR - Wade Shaefer

BOYS HEAD CABIN LEADER: Zack Hakes

GIRLS HEAD CABIN LEADER: Malia Hakes

RECREATION DIRECTOR - Michelle Winn

BUSINESS MANAGER - John Niemiec

CAMP NURSE - Rena Shafer

HEAD COOK - Elaine Niemiec

CANTEEN MANAGER - Sirra Ertle

CAFÉ - Diane Watermolen

**Session 2—Elementary Camp July 6-9**

CAMP COORDINATOR - Wade Shaefer

BOYS HEAD CABIN LEADER: Jesse Petersdorf

GIRLS HEAD CABIN LEADER: Jessica Petersdorf

RECREATION DIRECTOR - Michelle Winn

BUSINESS MANAGER - John Niemiec

CAMP NURSE - Rena Shafer

HEAD COOK - Elaine Niemiec

CANTEEN MANAGER—Sierra Ertle

CAFÉ - Diane Watermolen

## A Message from the Y&D Director

Dear Camp Volunteer:

Choice Christian Greetings!

Youth Camp is one of the most exciting times of the year. I am, once again, looking forward to two amazing camp sessions this year. I want to thank you in advance for being patient, helpful and the best volunteers (voluntolds ♥) in the Church of God, as we again enter into the camp season. We are anticipating that God is going to do exceedingly and abundantly in the lives of ALL who are on campus. He is a FAITHFUL GOD! He will keep His promises!

There has been much prayer, fasting and diligent work put into the planning and preparation of this unique ministry. Now it is time to have fun and watch God pour into and bless the lives of the youth of Northern New England. I believe that we are going to see the manifestation of God's power and presence in each and every service, as well as, in each and every life (staff and camper alike).

Our theme for this year is "Rise Up" Scripture tells us, Colossians 3 that we have been raised to a new life in Christ . We need to focus on kingdom things and not earthly pleasures.

God promised that if two or three gathered in His name, he would be there. He is faithful! He will be here this week! He will minister! He will touch and change lives! He will perform miracles and wonders! The question is, will you enter in?

The Leadership of NNE realizes that we could not have successful youth camps without your participation. I want to personally thank you for taking time out of your schedule to volunteer to work in our youth camp ministry.

Welcome to Northern New England Youth Camp! It is going to be a GREAT CAMP!

Thank you for your time, talent and treasure. With God's help, we will strive to provide an opportunity for our youth to see that God is "FAITHFUL"!

Expect great things from God during your time here at "Rise Up" 2024!

Sincerely,

NORTHERN NEW ENGLAND CHURCH OF GOD EXECUTIVE OFFICE

*Arthur P. Fairbrother Jr.*

Arthur P. Fairbrother, Jr.

NNE CoG Youth and Discipleship Director

Camp Director

# Mission:

**"To Model Christ in Everything We Do and  
to Reach, Win and Disciple Every Camper"**



# Vision:

**"That the Youth of NNE would  
Pursue Purity and Display a Passion  
For God's Presence and Power "**

## **FOCUS ON THE MISSION**

- To create exciting activities that put a smile on every camper's face.
- To present ourselves as reflections of Jesus in everything we do and say.
- To provide opportunities in worship for campers to encounter God personally and to be filled with the Holy Ghost!
- To encourage campers to discover their place in the Body of Christ and become a disciple of the Lord, Jesus Christ.

## **TEN VOLUNTEER'S OBJECTIVES**

1. Seek to exemplify Christ in all you do.
2. Demonstrate respect and kindness to every camper.
3. Display a team player attitude among volunteers.
4. Focus on camper's needs; they are first priority.
5. Participate in church: sing, worship, pray.
6. Help campers enlarge their circle of friends.
7. Require campers to abide by camp guidelines.
8. Stop accidents before they happen.
9. Express excitement for campers activities.
10. Report serious infractions of rules to camp leaders immediately.

## **EMBRACE OUR CORE VALUES**

The Core Values for Camp Volunteers are: **Family, Care and Enthusiasm**. We ask that you make these three building blocks a matter of study, prayer and practice.

### **Support The Team**

All volunteers and youth camp participants are family, God's family...brothers and sisters volunteering toward the *Camp Mission*. In this family, every member is valued and appreciated. If something goes wrong, we find a solution within the family. Regardless of inconvenience or frustrations, we never speak negatively about a volunteer's activity, or camp policy in the presence of a camper (Eph. 4:29-32).

### **Show Campers You Care**

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

### **Enthusiasm**

The word "enthusiasm" comes from a Greek word which literally means "full **of God!**" Every volunteer should come to camp prayed up and full of God's love, which is poured into us by the Holy Ghost (Romans 5:5). Enthusiasm is an important key to a successful camp. When an activity isn't catching on with a camper, or interest is declining, let's find a way to add some vitality to the situation. Campers enjoy camp much more when volunteers have enthusiasm.

## **CAMP IS FOR THE CAMPER**

Many times camp volunteers forget they are at camp to bless the campers. All recreation events and other activities are planned only for the campers - volunteers should not participate unless requested to do so by the coordinator of those events. The role of the volunteer in these activities is to encourage camper participation and affirm them as they do.

## **VOLUNTEER'S DRESS CODE**

Youth Camp calls on team players to put aside their personal preferences for the overall good of this unique ministry. Campers come from a wide range of backgrounds with various ideas concerning Christian dress and lifestyles.

We ask that volunteers be extremely modest when selecting their camp clothing and accessories, and set the appropriate example for all campers to follow by complying with the dress code described below. Please be an example!

We ask that staff dress modestly. Please refrain from wearing halter tops, tube tops (or similar attire) and cropped tops exposing the midriff. Roll top shorts are not allowed! Leggings/yoga pants/whatever you want to call them, may only be worn with an untucked long shirt.

Our camp leadership reserves the right to speak to any volunteer concerning clothing that they feel is inappropriate, and ask them to change.

**Thank you for your understanding and cooperation.**



# Protect Your Reputation, And The Camp's

Camp Volunteers must do everything they can to protect the testimony of Christ, the camp and themselves. Therefore, all volunteers must avoid even the appearance of evil. When it comes to relationships with the opposite sex, we all must be above reproach. A flirtatious spirit can lead to false accusations. The same is true in dealing with the same sex. 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 reflection of the excellent character of God in all relationships.

## To Be Followed By All Volunteers

1. We have 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!
2. Do not be in a secluded place with a camper. If they need to talk, tell them you will be glad to talk to them and suggest walking over to another place (a place in plain view of others). This can be done without explaining why, and the volunteers can reassure the camper that no one will be able to overhear your conversation.
3. As much as possible, keep your hands off campers. However, a short hug or reassuring tap on the shoulder in plain view can be meaningful. Horseplay with the same sex or opposite sex (especially with teenagers) should be kept to a minimum as some children misunderstand.
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 volunteer of the same sex to counsel with a camper. (Example: If a girl asks to talk with a male volunteer, suggest that she talk with a woman about her concerns as the Bible teaches - the older women are to teach the younger women - and then do not leave until you have gotten 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 consider this a very intimate thing.
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 getting too attached to you, talk to the Head Cabin Leader as soon as possible and take steps to divert some of this campers time away from you if possible. By letting the Head Cabin Leader know, and attempting to take some types of steps to remedy the situation, the volunteer can show that he/she and the Camp Leaders were attempting to help alleviate the concern in case an accusation is made.

9. Camp Volunteers should never discuss their grievances or interpersonal problems with a camper. The volunteer should talk to the proper person if there is a grievance. To talk to a camper can begin to build too intimate of a relationship in the eyes of the child and sometimes the volunteer . Also, it does not teach the child Biblical guidelines of dealing with a problem. It is good at times to share honestly with a camper but be careful not to take this too far, and remember that the camper is not there for the volunteer to confide in, or use to talk out their problems. There will be many staff people available for the volunteer if 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. For example, if a woman wants to talk with a man, he might suggest that she talk to a woman, and help her find someone to talk with.
10. When transporting equipment around camp by 4-wheeler or other vehicle, the camp volunteer must not permit campers to ride with them.
11. If a camper needs to be taken off the camp alone for any reason, a staff member of the same sex must take them, or at least ride along with them.

## **Cabin Leaders Beware**

1. Be sure to spread your attention to all the campers in your group. Be friendly, but not 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 head off future problems. If one camper tries to monopolize your time, it will make it easier for you to ask them if they remember the goal you have of trying to be there for everyone. Explain to them that they can help you with this by getting to know others too, and for them being available for God to use them to help others.
2. Behavior between volunteers and campers inside the room area is also very important. It would be best not to allow campers to lie on your bed or vice versa. Horseplay is dangerous, in more ways than one. Use extreme caution.
3. Bathhouse protocol should allow for as much privacy as possible. No teasing should take place in the bathroom area. A few guidelines should be given to campers. Campers should not play around pulling back shower curtains or bathroom doors. Looking over the top of partitions should not be tolerated.

***Lady Cabin Leaders:** When the age group is appropriate, be sure to discuss the proper disposal of feminine hygiene articles with your entire group.*

## Church of God Youth Camp Reporting Policy

In the state of Maine, any person acting in locus parentis of a child, which includes Youth Camp Volunteers, is responsible for reporting any information that a child tells them that comes under the category of abuse and/or neglect. This would include 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.

1. If a child tells you of some abuse or neglect that has happened at camp or elsewhere, try not to act shocked. Be compassionate and allow the child to talk. Try not ask too many leading questions and just allow the child to talk. While reassuring them, use the phrase “if this happened, I am sorry.” Always use the word “If.” Most times 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 volunteer 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 is best. Dogmatic statements made to the child have been used in court as testimony to help convict people, so your response is very important. Be sure to tell the child several times that “if this happened” then they did the right thing by telling and that this is how the Bible says things need to be handled. They need to know over and over that they are doing the right thing.
2. If a second child tells you what another child told them, then let them know that because what they told you about could hurt someone, you appreciate them letting you know and that you will need to talk to that child to make sure that they are ok. For the most part, the second child told you because they were concerned and really did 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 care. 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.
3. If any staff member notices a sign of physical abuse, i.e. cigarette burn marks, bruises on backside, neck, upper legs, extreme amounts of bruises on legs or arms, bruising on face, severely withdrawn child, etc., have someone who is volunteering with the child ask the child how things are going at home and see if the child is willing to talk. If the child isn’t and it is extremely obvious that something has happened to them physically ask them, “Wow, what a boo-boo...How did you get that?” and watch their reaction.
4. After letting the child talk to you, report to the immediate supervisor what the child has shared. Be very discreet. Tell no one else as to protect all innocent parties. Handle the situation quietly as you would want someone to do if you were the accused.

## **NNECOG YOUTH CAMP CODE OF CONDUCT**

1. All Campers will be under the supervision of their cabin leader at all times.
2. Alcohol, tobacco and illegal drugs are strictly prohibited. All medication brought to camp must be left with the camp nurse.
3. No fireworks, firearms or knives are allowed.
4. All campers are expected to attend camp activities unless excused by the camp nurse. Campers are not permitted in the cabins during activities without approval of the cabin leader. The “two adult” rule is in effect for all staff and volunteers when the entire group is not in the cabin. Going to restrooms will not be permitted during the worship services. Take care of this matter before service.
5. All language, behavior and clothing must reflect a born-again Christian at all times.
6. All campers and volunteers must adhere to the dress code. In general, clothing deemed immodest or inappropriate for particular activities will not be allowed at camp. The following guidelines should be observed:
  - A. Play clothes are recommended for recreation.
  - B. Modest length shorts are permitted.
  - C. Nice casual clothes are recommended for worship services.
  - D. Shoes must be worn at all times during camp recreation and activities.
  - E. Street clothes, including shoes, must be worn to and from swim time.
  - G. Immodest clothes will not be allowed. Any clothing deemed immodest or inappropriate for camp activities by the camp leadership will not be allowed.
7. Everyone at camp will be expected to help keep the grounds and facilities clean. Cabins will be inspected daily.
8. All automobiles are to remain parked until camp is dismissed. No one may leave the grounds without special permission from the Camp Coordinator. This includes campers and staff. All campers bringing automobiles must park them in a designated area. Automobiles cannot be moved without permission from the Camp Director. Keys must be turned into the Head Cabin Leader.
9. No camper is to be out of their cabin after “lights out” or before “wake-up time.” Boys are not allowed in the girls cabins and vice versa. Undue familiarity between the sexes such as kissing and inappropriate touching are not permitted.
10. Any breach of proper conduct or disregard of camp rules will result in disciplinary action. Serious or repeated infractions will result in dismissal from camp.
11. Due to the efforts to continually upgrade and improve the camping facilities, it is imperative that all property be treated with care. In the event that property is deliberately damaged, the camper and parents (or staff) will be held responsible for full retribution as determined by the State Director.

# NNECOG YOUTH CAMP POLICIES

## I. PRE-CAMP TRAINING SESSIONS

- A. The purpose of the training sessions is two fold:
  - 1. To train the volunteers in the areas of their responsibilities.
  - 2. To prepare volunteers spiritually to work with the campers.
- B. **It is mandatory that any camper less than 18 years old attend the camp for his or her age group before volunteering in a younger camp.** Any exceptions must be approved by the State Youth Director, and such exceptions will be made only on a very limited basis.
- C. Pre-camp training sessions will be made as convenient as possible for the camp volunteers to attend. However, attendance is mandatory. Any exceptions must be approved by the State Youth Director.
- D. Volunteers are not permitted to bring along children who are not involved in that week's camp. Unless specific permission has been granted by the Youth and Discipleship Director.

## II. PERSONAL CONDUCT AND HYGIENE

- A. All volunteers will be an example in personal conduct and hygiene.
- B. Cabin Leaders will be responsible for camper conduct and hygiene.
- C. The goal of our camp is to establish sound health habits, cleanliness, adequate rest, proper diet, wholesome exercise, and to develop a good attitude toward the body as being God's temple.
- D. Positively no profane language, no smoking, drinking, or use of unauthorized drugs will be permitted.
- E. All campers and volunteers will adhere to the camp dress code. The camp leadership reserves the right to ask anyone to change if his or her attire is deemed to be inappropriate.

## III. ATTENDANCE OF CLASSES AND WORSHIP SERVICES

- A. All campers and volunteers will attend worship services.
- B. All campers and volunteers will remain until dismissed. Only authorized personnel are permitted to leave before dismissal.
- C. All campers and designated volunteers will attend their respective scheduled classes, club or activity.
- D. Any absence of a camper must be cleared with his or her Head Cabin Leader.
- E. Any absence of a cabin leader will be cleared with his or her Head Cabin Leader.
- F. Any absence of any other camp volunteer will be cleared with his or her Supervisor.

#### IV. CAMPERS' ARRIVAL AND DEPARTURE

- A. Teen Campers should not arrive prior to 5 pm on Saturday, July 1, 2023.  
Elementary Campers should not arrive prior to 11 am on Wednesday, July 5, 2023.
- B. Teen Campers should depart no later than 10 am on Wednesday, July 5, 2023.  
Elementary Campers should depart no later than 10 am on Saturday, July 9, 2023.

#### V. BOY-GIRL RELATIONSHIPS

- A. The Church of God Youth Camp encourages a healthy relationship of friendliness and courteousness among all campers and volunteers.
- B. Christian-like conduct will be expected of all campers and volunteers.
- C. All campers and volunteers will remain within lighted areas of activity.
- D. Boys are not allowed in the area of the girls' cabins nor are girls allowed in the area of the boys' cabins.
- E. Boys are not allowed in the swimming area when the girls are swimming, nor are girls allowed in the swimming area when the boys are swimming.
- F. Even though a healthy boy-girl relationship is good, it should not at any time hinder either camper from participating in and enjoying the regular scheduled activities of the camp.
- G. Single cabin leaders or volunteers must not permit a boy-girl relationship to hinder their responsibilities to the camp and campers. In the event that this should present a difficulty to the flow of camp operations, the offending parties will be given one opportunity to rectify the situation or to return home immediately.
- H. All volunteers are to abide by the same guidelines as the campers.

#### VI. CAMPERS AND VOLUNTEERS LEAVING THE CAMPGROUND

- A. No camper or staff member will be at liberty to leave the campgrounds without proper authorization.
- B. When it becomes necessary to leave the grounds, the proper chain of command must be followed.
- C. No one will be given permission for leaving the grounds without knowing specifically where the individual is planning to go and when he or she plans to return.
- D. Should a parent come for, send for, or authorize a camper to leave camp, the proper check out sheet must be signed. No camper should be authorized to leave without the permission of the Camp Director.
- E. It should be understood that all campers and volunteers who are spending the night on the grounds are expected to be on the grounds in time to prepare for bed and have lights out by the designated time on the schedule.

#### VII. LIGHTS OUT POLICY

- A. The latest Lights Out time for teen campers is generally at 12:00 a.m. **Auxiliary staff should make sure they are in bed no later than one and one-half hours after Lights Out.**
- B. The latest Lights Out time for elementary campers is generally at 10:30 p.m. **Auxiliary staff should make sure they are in bed no later than one and one-half hours after Lights Out.**

- C. Lights Out means that every person should be in the cabin, in the bed, and prepared to go to sleep.
- D. No campers will be out of their cabin after Lights Out.
- E. All staff personnel will be in their rooms one-half hour after the campers' Lights Out time.

#### **VIII. USE OF VEHICLES DURING CAMP**

- A. All private vehicles are to be parked in the designated areas during camp.
- B. Volunteers and campers are not allowed to drive personal vehicles during normal camp activities. The camp director must approve any exception.
- C. All campers with cars are to give their keys to their cabin leader on the first day of camp. They will be returned the last day of camp.
- D. Use of private vehicles for extended camp business will be allowed only with permission from the Camp Director.

#### **IX. CLEAN UP POLICIES**

- A. All campers and volunteers are expected to cooperate in keeping their individual rooms neat and clean at all times, and to cooperate when asked to work in cleaning the restrooms and general grounds area of the cabins.
- B. Trash cans are provided throughout the grounds for trash. All staff and campers are expected to utilize these and not to litter the grounds.
- C. Each department head (rec. staff, canteen, ...) will be responsible for clean up of their respective areas following each activity period.
- D. Volunteers in assigned areas (such as the canteen, camp store, etc.) will be responsible for the cleanliness of those areas.
- E. At the close of the final activities in each respective area on the last day of camp, all campers will participate in a thorough policing of the camp area.
- F. There will be a daily inspection of the cabins each morning at a time designated by the head cabin leaders.
- G. Rooms are to be thoroughly cleaned on the last day of camp and inspected by the head cabin leader before campers are permitted to leave the site.

#### **X. PERSONAL BELONGINGS**

- A. It is the responsibility of each individual present in camp to keep up with their personal effects. Care should be exercised to prevent misplacement or loss of belongings.
- B. The State Youth Department is not responsible for the loss of personal property.
- C. A lost and found department will be provided in the Office. This will house all articles found, and these articles may be claimed by giving proper description of the article.

- D. Items that are left at camp will be collected at the end of the camp and placed in a box that will be marked for that particular camp. Any significant items not claimed will be kept until the end of all camps or for no longer than ten days. After this, the items will be disposed of.

**XI. DESTRUCTION OF PROPERTY**

- A. Due to the efforts to continually upgrade and improve the camping facilities, it is imperative that all property and effects (e.g. trash cans, window screens, light fixtures, sporting equipment, restroom fixtures, etc.) be treated with care.
- B. 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 State Youth Director.
- C. Any type of prank or “fun” activity that infringes upon the rights or property 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. Use of such items is prohibited inside of cabins and other camp buildings.
- D. Absolutely no fireworks, knives or firearms will be permitted in camp.

**XII. TELEPHONE POLICY**

- A. In the world we live, it is impossible eliminate phone use. What we do want to do is limit use, and encourage appropriate use (place, content and time).

**XII. CAFETERIA POLICY**

- A. Campers and unauthorized persons will not be permitted in the kitchen area.
- B. There is to be no running or “rough-housing” in the cafeteria.
- C. Gum, paper, etc., will be deposited in the proper receptacles.
- D. Campers and volunteers must return trays, dishes and utensils to the designated area and dispose of trash properly.
- E. Cutting line will not be permitted. Sometimes camp volunteers are allowed to be at the head of the line because of responsibilities that need to be fulfilled. In such case, they should be there before the serving line begins and should not break the line that is already moving unless absolutely necessary.
- F. Second portions of food will be offered only after first servings are completed. The goal of the camp is for everyone to have sufficient food without any of it being wasted.
- G. Food, dishes and utensils may not be taken from the cafeteria without the proper authorization from the Camp Director.



- H. Since extra meals are limited, only a small number of visitors can be accommodated. Visitors may be charged a small fee for meals.

#### **XIV. CANTEEN POLICY**

- A. Only authorized personnel will be permitted inside the canteen.
- B. The general schedule for the opening of the canteen will be one morning break, open during the afternoon activities, and a canteen time after the service at night.
- C. The opening and closing of the canteen will conform to the camp schedule.

#### **XVI. DISCIPLINE**

- A. In the event of minor violations of camp rules, it is the responsibility of cabin leaders and head cabin leaders to dispose of these violations with love and prayer. Disciplinary action might include such methods as removal of privileges, minor work details (sweeping floors, picking up trash, etc.) but in no case will it include physical punishment.
- B. All major disciplinary action is the responsibility of the State Youth Director in conjunction with the camp board of directors.

#### **XVI. SENDING A CAMPER HOME**

- A. Every effort will be made to make camp enjoyable and to retain each camper for entire duration of the camp.
- B. In the event a camper is to leave camp (due to disciplinary action, homesickness, emergency, etc.), the camper will only be permitted to leave with the pastor, parent, or legal guardian or someone else specifically designated by the legal parent. The State Youth Director must always authorize this.

#### **XVII. CAMP VISITORS**

- A. All visitors must register with the camp office before visiting camp, campers, or staff, except those visitors coming to the worship services. Visitors are discouraged from coming to camp except for the evening worship service.
- B. Visitors must wear a Visitor's Lanyard while on the camp premises.
- C. Visitors must be informed of camp policies and will be expected to abide by the camp policies.
- D. Visitors must refrain from interfering in normal camp operations.
- E. Visitors are not allowed to spend the night on the grounds, and must leave before Fun Time begins in the evening.
- F. When persons bring campers to camp or come pick them up, they should realize that we only prepare meals for those registered in camp and consequently only have very few excess meals, and sometimes none at all. If they desire to purchase a meal, they must first check with the Camp Director who will inform them whether or not meals are available.

## **CAMP PEOPLE...CAMP TERMS**

**Camp Volunteer**...Any staff member.

**Cabin Leader**...The person responsible for the order and safety of a particular group of campers. Normally, a cabin leader has responsibility for one group of campers. Each cabin leader works under the direct supervision of the Head Cabin Leader.

**Cabin-leader In Training**.... In some cases a cabin leader will be assigned a CIT to assist with the supervision and care of campers.

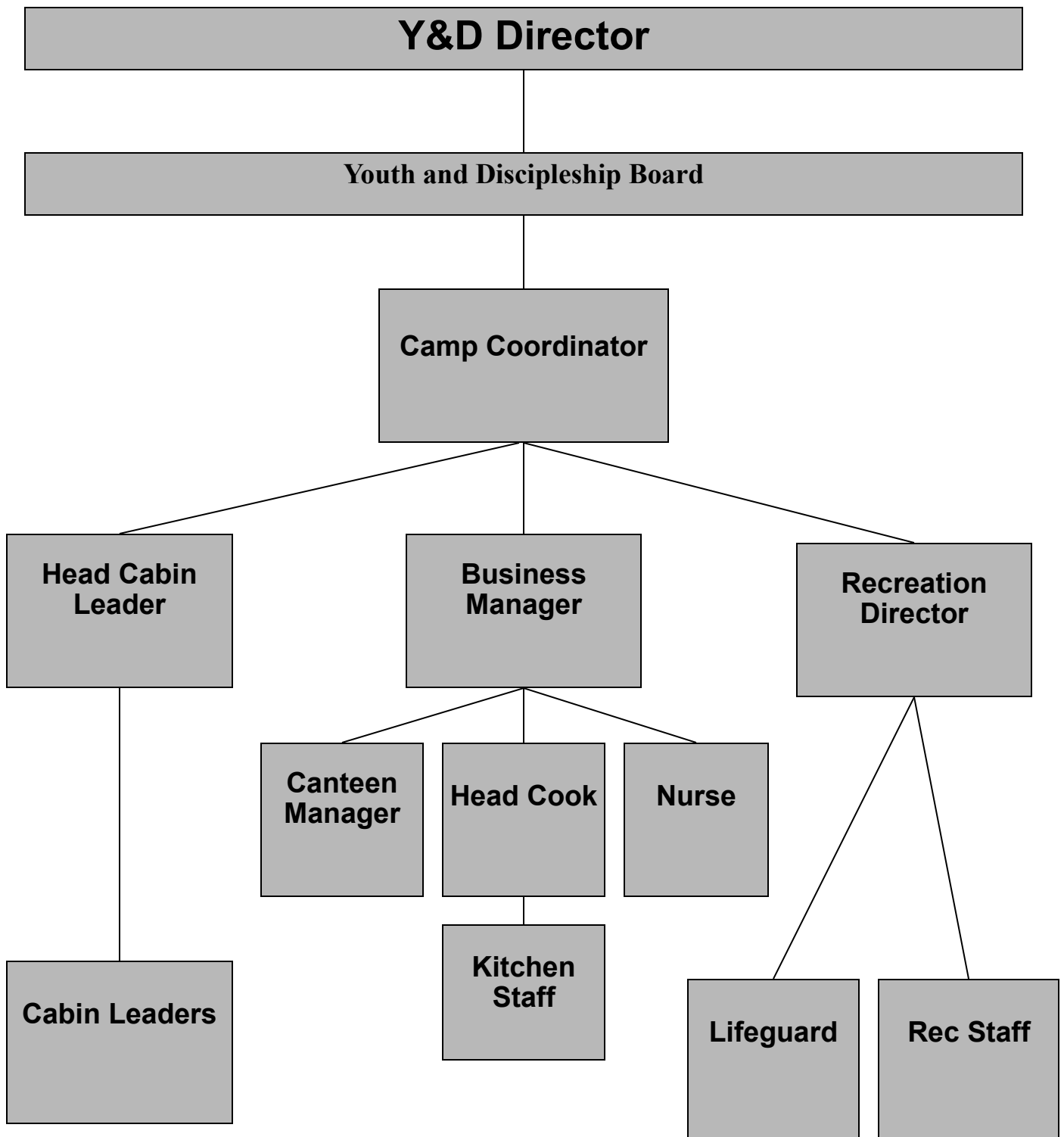
**Staff**...Any person working in camp that is not a Cabin Leader. Each staff member has a specific assigned responsibility such as a Lifeguard, Nurse, Canteen Volunteer, Recreational Volunteer, etc. working under the supervision of the Camp Coordinator and Business Administrator, staff members are also given daily assignments to assist in various activities as needed.

**Camp Coordinator**...The official administrator responsible for the total operation of camp life. All camp volunteers are ultimately accountable to the Camp Coordinator.

**Head Cabin Leader**...The Head Cabin leader is responsible for the needs of cabin leaders and works closely with them in seeing that campers follow the camp schedule and guidelines.

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

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



## **Camp Coordinator's Job Description:**

- 1 Be alert to assist the Camp Director at any time.
- 2 Supervise all camp activities and see that each area of the program functions efficiently and runs smoothly.
- 3 Assist in conducting staff and cabin leader meetings as necessary.
- 4 See that youth camp grounds are periodically cleaned during camp and especially cleaned at the end of camp.
- 5 Be loyal to the Camp Director and work toward the success of the youth camp program.
- 6 Learn the quickest route to the hospital in case of emergency, and see that the Camp Nurse and infirmary are properly equipped and prepared.
- 7 Be an example to fellow volunteers and campers in every situation.
- 8 Report any serious illness/injury to the Camp Director.
- 9 Report serious infractions of rules to the Camp Director.
- 10 Hear and consider problems of staff and consult with the Camp Director concerning problems of a serious nature.
- 11 Assist Head Cabin Leaders in discipline problems.
- 12 Check all dorms at close of camp.
- 13 Work with registrar to house all campers and staff.
- 14 Assume full authority to make decisions, to maintain the camp program and to discipline in the absence of the Camp Director.
- 15 Remain on the campsite on the last day until camp is officially over and the Camp Director releases you.
- 16 Be well acquainted with the duties of each staff member and see that these duties are properly accomplished.
- 17 Be responsible to the Camp Director and assume any other tasks he deems necessary.

# **Camp Coordinator's Responsibilities**

## **Pre-Camp Orientation Check List**

- \_\_\_ Talk to the caretaker. You are his contact person for all needs and emergencies.
- \_\_\_ Post camp schedules neatly in all key locations – cafeteria, activities building, canteen, pool area, each chapel, etc.

## **Things to be Done on the First Day of Camp**

- \_\_\_ Organize volunteers to make opening day leave a good first impression with campers and parents. Directing traffic, greeting people and giving directions to the registration area will be very important.
- \_\_\_ Meet with any staff members who did not attend the orientation and explain basic camp policies and schedule.
- \_\_\_ Make sure all facilities are open and ready for activities. Check with the Recreation Coordinator to begin each activity punctually and according to schedule.
- \_\_\_ Review our Camp Mission and motivate volunteers to stay focused.

## **Daily Check List**

- \_\_\_ Keep everyone working for the overall good of the camp. Look for ways to make camp better for the campers.
- \_\_\_ Each activity must be ready to start precisely according to schedule. Keep the staff ahead of schedule.
- \_\_\_ Visit each activity daily to encourage staff and let them know we are interested in their contribution to the total camp ministry.
- \_\_\_ Volunteers will be given personal time each day. In some instances this may require extra staff to be on hand in certain activities to supervise the campers.
- \_\_\_ Insist that all female staff members stay in their rooms when the girls go in each night. The Girls' Head Cabin Leader is responsible to keep them in.

Our purpose for this measure is to give no reason for offense for those who may question our volunteers' conduct, and to protect our good reputation.

Only by permission of the Camp Coordinator or Youth Director may any staff person leave the campground under any circumstances. Consult with the Youth Director if in doubt.

## **Closing Day Check List**

Work with the Head Cabin Leader and Recreation Coordinator in a total camp cleanup. Leave the grounds in as good a condition as when you came to camp.

- \_\_\_\_\_ Inspect the activities building, pool areas, ball fields and playground. They should be cleaned and closed. No staff should be dismissed until all areas pass a very close, personal inspection by the Coordinator and/or Recreation Director.
  
- \_\_\_\_\_ Collect all forms from the Head Cabin Leader

## **Head Cabin Leader**

### **I. Relationships**

- A. Directly responsible to Camp Coordinator
- B. Indirectly responsible to Camp Director.

### **II. Responsibilities:**

- A. Attend and assist with pre-camp training session.
- B. Be well acquainted with the duties of the Cabin Leader and see that these duties are properly performed.
- C. Assist in placing campers who are not pre-registered.
- D. Attend daily staff meetings.
- E. Report any serious illness or injury to Camp Coordinator and Camp Nurse immediately.
- F. Report any infraction of rules to Camp Coordinator.
- G. Use chain of command.
- H. Be loyal to the Camp Director and work toward the success of the total camp program.
- I. Inspect rooms daily for cleanliness and general care. Grade all rooms and list them accordingly. Make room cleanliness reports at daily assemblies.
- J. Be responsible for orderly and prompt observance of lights-out each night.
- K. Set a positive example to fellow volunteers and campers in every situation.
- L. Make sure that all Cabin Leaders remain on the campsite on the closing day of camp until you have personally inspected their rooms, campers have left and you have given them permission to leave.
- M. Collect all notebooks, etc. from Cabin Leaders at the end of camp before they leave.
- N. Assist with other camp-related duties as requested by the Camp Director and Camp Coordinator.
- O. Make certain that Cabin Leaders and campers follow the schedule.
- P. Responsible for attendance of all campers and Cabin Leaders at worship services, Bible studies and bed check prior to lights-out.
- Q. Provide Camp Coordinator with a perfected list of campers by service time on the first night of camp.
- R. Be at camp no later than 4 hours prior to registration the day of respective camp for pre-camp training.

## **Cabin Leader**

### **I. Relationships**

- A. Directly responsible to Head Cabin Leader.
- B. Indirectly responsible to Camp Coordinator and Camp Director.

### **II. Responsibilities**

#### **A. General**

1. Care for the needs of your campers.
2. Cooperate with other staff members.
3. Strive to meet the individual needs of campers.
4. Be loyal to Camp Director and work toward the success of the total camp program.
5. Familiarize yourself with the camp rules and abide by them as well as seeing that your campers abide by the rules.
6. Be able to account for your group at all times. Report any missing campers to the Head Cabin Leader immediately.
7. Work cooperatively with the Camp Director, Camp Coordinator, and Head Cabin Leader. Do not complain of leadership, rules, food, etc. to the campers or in their presence.
8. You must remain for the entire camp. You should not leave camp on Saturday until all of your campers have been checked out and your room has been checked by the Head Cabin Leader. Please turn in your notebook (containing all forms which have been properly filled out as requested) to the HCL.
9. Perform tasks other than these assigned, if asked.
10. Hand in your perfected list to the Head Cabin Leader by supper time on the 1st day of camp.

#### **B. Spiritual**

1. Conduct a brief evening devotion with your campers before lights out.
2. Sit with (younger campers)/near (older campers) your group in service and pray with them in the altar.
3. Be an example in all areas of Christian conduct.
4. Endeavor to lead each unconverted camper to Christ.
5. Keep record of campers' spiritual experiences on spiritual results form.



### C. Discipline

1. From the time a camper registers with you, he/she is in your care.
2. You are responsible for quiet in your room after lights out, and before the wake up call.
3. Maintain consistent room discipline with fairness. We want the campers to enjoy themselves, but their safety must come first. Be friendly and cheerful with campers, yet firm, if the occasion should arise where discipline is needed.
4. Never strike or yell at a camper. Walk away before you lose control, and consult your Head Cabin Leader. Don't let a rebellious camper make your camp experience frustrating--get your HCL involved.
5. **Guard your conduct with a camper very carefully**. Watch what you say to a camper--including joking around. Try not to be alone with a camper for any length of time.
6. Keep all advice that you give to a camper on a spiritual level--not a clinical level. If you suspect that a camper has been abused, report it to the **Director**.
7. Review camp rules with your group.
8. Report all cases of willful disobedience and breaking of camp rules to the HCL.
9. Bring all severe infractions to the attention of the Head Cabin Leader.

### D. Procedure

1. Be at camp no later than 4 hours prior to registration the day of respective camp for pre-camp training.
2. Learn the name of each camper assigned to you on the first day of camp.
3. Report any symptoms of illness to the Camp Nurse. All medication will be administered by the Camp Nurse. **All** medications brought to camp by campers must be turned into the Camp Nurse upon arrival.
4. You will be responsible for checking out each of your campers on the last day of camp. On the provided form, record the time of departure and the name of the person with whom each camper leaves.

## Cabin Leader Beware

1. Be sure to spread your attention to all the campers in your group. Be friendly, but not 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 head off future problems.
2. Behavior between cabin leader and campers inside the room area is also very important. It would be best not to allow campers to lie on your bed or vice versa. Horseplay is dangerous, in more ways than one. Use extreme caution.
3. Community shower-room protocol should allow for as much privacy as possible. No teasing should take place in the bathroom area. A few guidelines should be given to campers. Campers should not play around by pulling back the shower curtains or bathroom doors. No looking over the top of partitions should be tolerated.
4. Lady Cabin Leaders: When the age group is appropriate, be sure to discuss the proper disposal of feminine hygiene articles with your entire group.

## **Recreation Director**

### **I. Relationships**

- A. Directly responsible to the Camp Coordinator.
- B. Indirectly responsible to the Camp Director.

### **II. Responsibilities**

- A. Be at camp no later than 4 hours prior to registration the day of respective camp for pre-camp training.
- B. Help supervise the morning and afternoon activities to insure that the schedule is followed and that both the staff and campers are in their designated areas.
- C. See that the recreation staff, and all personnel involved in the camp electives and special activities program (where applicable) adequately perform their duties.
- D. Oversee the camp electives and special activities program (when applicable). See that camp electives have the necessary equipment and materials needed for each day in order to operate efficiently.
- E. Shall be responsible for sign-up for electives and special activities on the first day of camp and be certain that every camper attends a camp elective during the time period designated.
- F. Responsible for seeing that all recreation equipment is properly set up each day and, if necessary, collected each evening. See that all equipment is inventoried and properly stored at the end of camp.
- G. Make sure lifeguards are on duty during scheduled swimming periods. Report any problems at the pool to the Camp Coordinator or Camp Director.
- H. Responsible for having a contingency plan ready in case of rain.
- I. Responsible for fun time activities. Screen and approve all fun time activities.
- J. Responsible for Special Activities.
- K. Assist Camp Coordinator with final camp clean up effort.

## **Canteen Manager**

### **I. Relationships**

- A. Directly responsible to the Business Manager
- B. Indirectly responsible to the Camp Director.

### **II. Responsibilities**

- A. Be at camp no later than 4 hours prior to registration the day of respective camp for pre-camp training.
- B. Be responsible for ordering supplies and overseeing concession sales. All delivery invoices and cash receipts should be turned in to the Camp Secretary at the end of each day with the daily report form. Turn in accumulated funds over \$250.00 to the Camp Secretary daily.
- C. Open only during designated times, unless otherwise requested to do so by the Camp Director or Camp Coordinator.
- D. Make an attractive poster stating hours open and display appropriately.
- E. Make certain everyone pays, including concession workers. Any exceptions must be approved by the Camp Director.
- F. Perform tasks other than those assigned, if asked to do so.

## **Nurse**

### **I. Relationships**

- A. Directly responsible to the Camp Coordinator.
- B. Indirectly responsible to the Camp Director.

### **II. Responsibilities**

- A. Be at camp no later than 4 hours prior to registration the day of respective camp for pre-camp training.
- B. Check medical supplies and make necessary requests for purchases to Camp Director or Camp Coordinator at beginning of camp.
- C. Be available at nurse's station. Be sure Head Cabin Leaders know where you are at all times.
- D. Report any serious illness or injury to the Camp Coordinator or Camp Director immediately. The designated ambulance driver will take them to the doctor or hospital.
- E. Collect and administer all medication brought to camp by the campers.
- F. Keep record of all medications disbursed, illnesses, doctor visits, and hospital visits in nurse's log.
- G. Be responsible for insurance forms (give to doctor and hospital as needed). Keep a photocopy of insurance forms to be turned into Camp Secretary.

## Lifeguards

### **I. Relationships**

- A. Directly responsible to the Recreation Coordinator.
- B. Indirectly responsible to the Camp Coordinator.

### **II. Responsibilities**

- A. Be responsible for complete supervision of the pool area.
- B. Have a Red Cross Lifesaver's Certificate.
- C. Organize lifesaving procedure among lifeguards and others assisting with the pool and/or pond.
- D. Have swimming trials to determine non-swimmers.
- E. Carefully supervise all pool activities. Remove any camper from the pool who violates the rules--put him/her under the supervision of his/her cabin leader.
- F. Pick up towels, clothing, etc. and hang it in dressing room for later claim. Be responsible for keeping the area clean and tidy.
- G. Assist Recreation and Camp Coordinator in deciding whether or not to swim during inclement weather.
- H. Be on duty at the pool at appropriate times if necessary.
- I. Be at camp no later than 4 hours prior to registration the day of respective camp for pre-camp training.
- J. Assist in other duties when asked to do so by the Recreation Coordinator, or Camp Coordinator.

## **GUIDELINES FOR MINISTERING IN THE ALTAR**

1. The altar service must be totally Christ-centered. The altar is a place of dedication of the total personality, without reservation, to God. There the camper comes in vital contact with God, who changes them more and more to conform with the image of His son, Jesus Christ.
2. The altar service should include intellectual and volitional (the act of choice/ decision), as well as, emotional response. It is difficult to maintain a hard rule in this matter because of the great difference between personalities. It is very easy for a youth altar service to become overly emotional. It is important to emphasize in teaching and in example the need for a volitional and intellectual response to the Gospel.
3. The Bible must be the all-important instrument in the altar service. See Romans 10:17: "Faith cometh by hearing, and hearing by the Word of God." No one can effectively do altar work without a good understanding of God's Word and its application.
4. The altar worker must be sensitive to the need of the camper and to the leading of the Holy Spirit. If they are uncertain as to the specific need of the camper, it is wise to inquire. The Word of God is always applicable. However, the same application of the Word will not fit every need. Jesus clearly manifested this principle in His dealings with humanity. Depend on the Holy Spirit in applying Scripture to the individual needs of the campers.
5. Prepare by studying God's Word and praying. Remember, the attitude of staff members will either help or hinder the response of campers at the altar. A cabin leader should be able to instruct in the Word in such a manner as to minister to the campers' needs.
6. Extreme manifestations or improper behavior during the altar service should be curtailed. This enthusiasm should be directed into proper channels. The individual is not helped when he is allowed to indulge in anything that should hinder his spiritual progress in later years.
7. The altar service must be the great highlight of camp. It should be the time and place where God meets the camper in a new and living way. The moving of the Holy Spirit is not hindered when the Bible plan is followed in this sensitive area of spiritual expression.
8. Altar Volunteers need to be staff of Northern New England Church of God Youth Camp, a Sr. Pastor from Northern New England, or a member of the visiting ministry team.



## **Emergency Procedures & Policy**

### **Severe Weather Plan**

In case of severe weather such as a severe thunderstorm or strong winds, cabin leaders will be notified by camp leadership.

Campers inside the cabins or on the campground should go to the gymnasium. Once in the gymnasium, the campers should be kept away from doors and windows.

Each cabin should stay together as a group at all times. Once the group has reached a safe destination point, take attendance of all campers and volunteers. If anyone is missing, inform the Head Cabin Leader or camp leadership immediately. Remain in the safe area until the “all clear” is given by camp leadership.



### **Non-Weather Related Emergencies**

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. Lock all of your doors and barricade them. Turn off all lights and music. Close all blinds and keep all campers still and quiet.

Once you are inside the cabin, take roll of all your campers. If anyone is missing, inform camp leadership as soon as possible. DO NOT leave your room until the “all clear” is given by camp leadership.

The “RECLAIM” Office will serve as command post. The number at the Office is 603-486-3494 or call the Head Cabin Leader’s cell number (will be given at orientation). You will receive this at the beginning of camp. If it is impossible to return to your room, find the nearest secure area to take cover and lock all doors. Inform the “Encounter” office of your location by cell phone, if possible.





# Youth Camp Cabin Check List

One responsibility of the Cabin Leader is to assist in keeping the cabins and other camp facilities neat and clean. Below is a sample of the check sheet the Director will use in rating your cabin:

Cabin Number \_\_\_\_\_

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

- ◇ Yard in front of your cabin
- ◇ Trash containers emptied in cabin
- ◇ Lights off
- ◇ Beds made neatly
- ◇ Doors closed
- ◇ Suitcases neatly closed
- ◇ Clothes and shoes neatly arranged
- ◇ Floor swept
- ◇ Floor clear of all towels and washcloths
- ◇ Clothes hanging neatly on clotheslines



# Declaration of Faith

## We Believe:

- in the verbal inspiration of the Bible.
- in one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
- that Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
- that all have sinned and come short of the glory of God and that repentance is commanded by 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.
- That holiness is God's standard of living for His people.
- in the baptism by 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.
- That 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.



# Perfected Cabin List

Cabin Leader: \_\_\_\_\_ Camp \_\_\_\_\_ Cabin # \_\_\_\_\_

**AFTER** all changes have been made in regard to cabin assignments, list **ONLY** the campers **in your cabin** and turn this form in to the Head Cabin Leader at the **beginning of dinner**.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_



# CAMPER SIGN-OUT SHEET

CAMPER'S NAME	DEPARTURE TIME	LEFT WITH WHOM
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		





# SPIRITUAL RESULTS REPORT

**\*\*Note to Cabin Leaders\*\***

**Please complete this report at the conclusion of camp and turn in to your Head Cabin Leader as you check out. Statistics placed on this report would be for experiences received at this camp only.**

CAMP \_\_\_\_\_

CABIN LEADER \_\_\_\_\_ CABIN \_\_\_\_\_

Name	Saved	Holy Ghost	Restored/Rededicated
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_____	---	---	---
_____	---	---	---
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Notes (with camper's name) of specific and/or powerful spiritual experiences:

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

CABIN LEADER'S SIGNATURE \_\_\_\_\_





# State Director

**Art Fairbrother**

## State Youth and Discipleship Board

**Zechariah Hakes  
Gregg Ertle  
Donald Dicker**

**Keren Ngondo  
Jesse Petersdorf**