



Staff Manual

Revised 2010

But they that wait upon the Lord shall
renew their strength; they shall mount up
with wings like eagles; they shall run, and
not be weary; and they shall walk and not
faint.

Isaiah 40:31

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I. GOD IS NOT CONFINED TO RELIGIOUS CAGES

If God is God in our camp, He is God of the whole camp! All the program is His; all the facilities, and all the people. We cannot and must not rob God by confining Him to the Quiet Time periods, Bible studies or campfire times. He is Lord of the Bible times, the life guard, the craft program, the games, the hikes, the meal times, everything. He is Lord of the exciting and mundane, the new as well as the routine.

He is Lord of our camp to the extent that He is Lord of you “in all situations” when you are encouraged or discouraged, enthusiastic or indifferent, interested or disinterested, loving or hostile.

At camp we see each other at our worst as well as our best. And so do the campers. Yet, we are Christ’s ambassadors, God making His appeal through us. Through us God longs to mold the characters of our campers. Your love and guidance will help determine the course of their lives. What a responsibility! What an opportunity!

So ask God to control your attitude and the way you express it at all times. Ask Him to give you the joy and strength for responsibility. Most important, ask Him to make you even more conscious of His presence when you are at every activity at camp.

You have discovered God’s great love and care for you. Now discover the campers - what they think; how they feel and why; their personality; their character. Note their strong points and compliment them. Identify their areas for personal growth and help them. **If God is God of the entire camp, then any and every camp setting is an opportunity for personal growth.**

Plan your strategy so that you use every setting and relationship in a natural way, for the growth of every person.

Pray that God may sensitize you to the above opportunities. Remember Philippians 4:13, “I can do everything God asks me to do with the help of Christ who gives me strength and power.”

Every staff member at camp is a channel through whom God speaks. God uses everyone who is willing and ready to serve Him.

God’s best through you to others!

THAT’S WHAT CAMP AND CAMP LEADERSHIP AND SERVICE IS ALL ABOUT!

II. PHILOSOPHY OF OFCR BIBLE CAMP

The philosophy of this camp shall be evangelical with a major emphasis on nurture in the Word of God, Christian growth and serving Christ. It shall be a Bible centered camp where in we believe God will accomplish His purposes through the faithfulness, Christian maturity, and devotion to Christ of each cabin leader and staff person.

1 Corinthians 10:31 is a governing principle for everything we seek to do and encourage at OFCR Bible Camp, “Whether, then, you eat or drink or whatever you do, do all to the glory of God” (NASB). This principle shall govern all aspects of camp conduct and formal camp program plus any spontaneous activities initiated by staff and/or campers.

Requests to conduct special activities by campers and/or cabin leaders or other staff must be approved by the Camp Program Director. If approved the primary responsibility for the safe and beneficial conduct of the activity and the results will be that of those conducting the activity. (Note: the Camp Program Director, Camp Director, and Camp Board, ultimately bear the final and complete responsibility.)

Unacceptable negative behavior at camp will receive not more than two verbal warnings and instructions by camp staff before an incident report is written up by the Camp Program Director and reviewed by the Camp Director. Any warning beyond two behavioral incident reports will subject camper to immediate dismissal from camp. Certain actions will be subject to immediate dismissal by Camp Program Director (sexual indiscretions, substance abuse, unlawful activities, actions that endanger others, etc.)

As a camp staff we seek to work together as a team of ministering servants to fulfill the camp objectives. We seek to treat all campers and staff alike; with equal dignity, love and respect, and encourage this among the campers.

III. OBJECTIVES OF OFCR BIBLE CAMP

A. SPIRITUAL OBJECTIVES

1. To lead each camper to understand their need of Jesus and encourage them to receive Jesus as their personal Savior
2. To encourage each camper to develop a stronger personal relationship with God through Bible reading and prayer
3. To encourage and instruct in Bible memory
4. To aid in developing every saved person into a stronger witness for Jesus
5. To help direct each camper into an active role in his own home church (If he has no home church, we will attempt to direct him to one.)
6. To help the camper find Biblical answers and solutions to the many

questions, problems and circumstances he encounters in life (chapels, cabin times, etc.)

7. To help each camper develop in their personal worship of God through Bible reading, prayer, fellowship with other Christians and being out in God's natural creation
8. To develop youth and adult leadership for future ministry.

B. PHYSICAL OBJECTIVES

1. To provide a program of physical activity, both strenuous and relaxing
2. To aid the camper in developing good health and personal habits

C. SOCIAL OBJECTIVES

1. To allow time in which the camper may get involved in wholesome social relationships
2. To help each camper in their relationships with others
3. To uphold the personal worth of each individual camper and staff person
4. To help campers work, play, worship, etc. in partnership and cooperation with others
5. To insure as far as possible that every camper has a positive and encouraging time at camp

IV. JOB DESCRIPTIONS FOR CAMP STAFF

A. BOARD OF DIRECTORS (not to exceed 11)

1. Set overall policy and make major decisions on the direction of the camp
2. This board should encourage area AMF Missionaries to be on the board
3. The members should be from participating evangelical church as possible

B. CAMP DIRECTOR

1. Has oversight of the entire camp ministry; organizes staff before and during camp (including Youth Leadership and staff training)
2. Works with program director in determining program and scheduling
3. Makes and implements final decisions on serious camper discipline in counsel with Camp Program Director and Staff Spiritual Leader
4. Handles staff conflict situations
5. Works closely with Staff Spiritual Leader, Summer Program Director, Food Service Supervisor and Maintenance Supervisor to insure a spiritual, good running camp
6. Serves as liaison with OFCR Board of Directors and other groups that OFCR Bible Camp has involvement with
7. Is accountable to the Board of Directors

C. SUMMER PROGRAM DIRECTOR

1. Develops program and schedule with Camp Director
2. Has oversight of cabin leaders and program assistants (assistant program director, activity director, music leaders, etc.)
3. Facilitates the smooth running of all parts of the program according to the schedule
4. Is accountable to the Camp Director
5. Interprets and enforces camp rules when necessary
6. Has the authority to delegate in any area necessary to the smooth running

of the camp program (in cooperation with other leaders who are affected)

(**Assistant program directors, game leaders, lifeguard, music and craft workers, etc., are accountable to the Program Director and serve in their areas to implement the camp program)

D. CAMP MISSIONARY

1. Is responsible for the overall spiritual oversight of all camp personnel
2. Leads staff devotional times (or delegates)
3. Conducts devotional and prayer times for kitchen staff
4. Attends chapel, campfires, and cabin devotional times (at least 1 time per cabin session - girls in morning, boys in evening)
5. Is available to give spiritual help to staff and campers throughout the camp session
6. Is accountable to the Summer Program Director

E. FOOD SERVICE DIRECTOR

1. Is responsible for all camp purchasing and coordinates this with other camp staff.
2. Is responsible to provide receipts and sufficient expense description to camp treasurer
3. Is responsible for the purchase, storage, and transporting of food to camp
4. Is accountable to the Camp Director
5. Coordinates and develops food quantities
6. With Program Director helps establish kitchen staff for each camp session
7. Works with Camp Director, in the purchase and storage of necessary food items
8. Is responsible to coordinate food for each camp week

* **Head Cook:** A head cook for each camp session shall be selected by

the Program Director and affirmed by the Camp Director

The head cook is responsible:

- * for the adequate and timely preparation of the summer menu
- * for the supervision and scheduling of the cook staff
- * for the smooth working and encouragement of the cook staff
- * to coordinate and supervise dish clean-up
- * to coordinate and develop menus
- * Establishes food service guidelines with approval of Director and insures that all kitchen staff are knowledgeable of these before each camp session
- * Is responsible to coordinate kitchen staff

The head cook is accountable to the Program Director

***Cooks.** Sufficient cooks shall be selected by the Program Director for each camp session.

*are responsible under the direction of the Head Cook for the timely and adequate preparation and service of the camp menu

*are accountable to the Head Cook

***Dish Clean-up Staff**

- * shall be accountable to the Head Cook or to the cooks if the Head Cook is out of the area
- * shall verify dish and lodge clean-up with Cabin Leader when applicable
- * shall wash and dry and put away dishes and clean lodge areas thoroughly as requested

F. CAMP MAINTENANCE PERSON

1. Is responsible for opening and lock-up of the camp area including all buildings and facilities
2. Is responsible for the maintaining of the camp facility in good running order to include but not limited to the following
 - * Fill and maintain float tubes
 - * Propane lanterns and fuel and all lights
 - * Maintaining of toilet paper and towels in all needed areas

* Maintaining of all trash (emptying cans, hauling, cleaning up)

* Building campfires

* Repairing any needed facilities that are in use that will help the camp program be more effective

* Is responsible to supervise any helpers

3. Works closely with the Assistant Program Director, Head Cook and Cabin Leaders
4. Is accountable to the Assistant Program Director

G. CAMP NURSE

1. Shall be responsible to maintain the needed amount of medical supplies
2. Shall receive camper medications at registration and dispense same during camp then return these medications to camp leaders so they can hand them to parents as they sign out campers.
3. Shall treat needed hurts, bruises, and injuries during camp and make needed recommendations for doctor and hospital treatment
4. Shall keep records of all treatments
5. Is accountable to the Summer Program Director

H. CABIN LEADER

1. Is responsible for the oversight, well-being, directing and personal spiritual nurture of their campers and their Assistant Cabin Leaders
2. Is responsible for the purposeful use of the Assistant Cabin Leader in as many areas of working with the campers as is appropriate
3. Is accountable to the Summer Program Director in the smooth conduct of the camp program and schedule
(Note: more detailed information for Cabin Leaders follows in this manual.)

*** Assistant Cabin Leader**

- * Is responsible for assisting the Cabin Leader in their duties
- * Is accountable to the Cabin Leader

I. ORGANIZATIONAL CHART (See page 32 at end of document)

V. WHAT IS A CABIN LEADER?

A cabin leader is a person who has been allowed the responsibility of caring for a group of campers throughout their time at camp. They are with them twenty-three hours a day. They eat, sleep, play, and pray with them. They make every effort to love, understand and befriend them. They must be concerned about their entire welfare. This includes health, safety, physical well-being, group cooperation, and spiritual growth. **The spiritual welfare of the people placed in their hands is their primary concern and their main responsibility.**

The cabin leader has an all important task of continued personal relationship with the camper. This will employ the best they are able to give in understanding, patience, and sincere concern. **The cabin leader is not a policeman or a babysitter.** They are chosen for the express purpose of living with the camper and sharing the camper's joys and problems so as to guide their activities and thinking.

Being a cabin leader **does not mean** ruling with an iron hand nor "setting 'em straight," or "laying down the law".

Being a cabin leader **does mean:**

1. Guiding the interests and activities of the campers so that they arrive at decisions which are of their own making
2. Living with the camper so that by your own life they will learn the satisfaction and assurance that only a life "hid with Christ in God" can have
3. Seeing in your life-style the source of spiritual strength which is enjoyed by the Christian who walks with God
4. Learning from you the art of thinking through life's questions, in light of God's Word.

Being a cabin leader therefore involves:

1. Many of the same motivating forces as soul winning.
2. An understanding heart toward the camper which is based on a spiritual concern.
3. An untiring patience which grows out of love for the camper.
4. Interaction with the camper as an individual in such a way as to guide his thinking without prying.
5. A cooperative spirit with the other staff members and the director.

A. OBJECTIVES FOR CABIN LEADERS

1. BE A GOOD CABIN LEADER

- b. Lead by example
- c. Be ready and anxious to lead someone to Christ
 - ☞ Know the four spiritual laws or another simple approach.
 - ☞ Practice sharing the plan of salvation.
- d. Be approachable – don't be too busy.
 - ☞ Let others think, I can talk to him/her.
 - ☞ Beware of activities, etc. that rob you of opportunities to share personally with someone
- e. Every cabin leader will be leading devotions each night and teach Bible lessons from the workbook.
- f. Discern the spiritual position of those you are responsible for. Develop good questions to reveal attitudes and interests.
- g. Be honest - no one expects you to know all the answers to every question. Admit you don't know the answer but try to find it.
- h. Use disciplinary measures sparingly. Never use physical punishment or threats. Do not accept a camper's bad conduct personally. Always "cool off" before taking action.

2. BE A FRIENDLY AND PLEASANT CABIN LEADER

- a. Be friendly without being phony.
 - ☞ Know everyone's name.
 - ☞ Show interest and concern.
 - Ask appropriate questions.
 - Talk about common interests and attitudes.
 - ☞ Spend one-on-one time with each person you are responsible for in a conspicuous place.
- b. Have a good sense of humor.
- c. Combat complaints with a positive, excited attitudes.

3. BE AN INFORMED CABIN LEADER

- a. Know where things are. Take a few minutes when you arrive to look the place over and get a feel for where things are.
- b. Know when things are happening.
 - ☞ Keep a copy of the schedule handy or memorize it.
 - ☞ Bring a watch if possible.

4. SHOW DESIRE FOR TRUE ACHIEVEMENT

- a. Encourage a cooperative team spirit.
- b. Be an achiever with your campers.
 - ☞ Give praise freely.

- 👍 Applaud good sportsmanship.
 - 👍 Recognize a job well done.
 - 👍 Don't chide or be sarcastic.
- c. Demonstrate love toward other counselors in every situation.
 - d. Have a Godly attitude.
 - e. Be on time for all events.

B. DISCIPLINING THE CAMPERS

Disciplining is a relationship in which one person tries to help another person understand and solve problems through the application of God's Word. The disciplining process involves advice-giving, information giving, interpretation of situations, encouragement toward working out difficulties, and most of all listening.

As a Christian this is even more rewarding because you may lead a person to Christ and provide a working guide by which to grow - the Bible. There are several things you should consider as you start your week of ministry.

1. You probably will not be able to reach everyone within your group. Be aware of the fact that maybe another staff person might be able to help you.
2. Backgrounds of people differ greatly and campers are at camp for various reasons. Be sensitive to the needs of all within your group and try to touch lives as opportunities open up. Don't force the issue, but be aware of a camper wanting to talk. (i.e. the camper who hangs back after everyone else has left, the one who might remain silent during group prayers; the one who by his actions seems bothered, etc.)
3. Don't assume that some campers have no difficulties. Even the model camper might have problems that will not manifest themselves in boisterous behavior. Just remember that all behavior (good or bad) has significance.
4. Make time to listen. Don't put it off until another time, because you want to go swimming. **That opportunity might not present itself the rest of the week.**
5. Set aside time to be with each individual camper by themselves during the week, so you can discuss privately their concerns. But never be completely alone with the camper. Always stay in view of others.
6. Remember to use language they understand. Maybe each camper has a different idea what the term "reborn" means.
7. Remember that children often tend to exaggerate the truth to suit their own situation or to bring sympathy or attention to themselves. Many times this truth-stretching is directed toward the parents. Always be supportive of the parent's authority and wisdom, realizing that God has placed each child in that home.

8. Don't try to be everything to a camper. Maybe a camper needs additional outside help. Do not try to psychoanalyze.
9. As you disciple, work to help the camper understand his own feelings, attitudes, and motivation in order to discover the basis for any problem (Matthew 15:18-19).
10. Your ultimate goal is to lead the camper (when ready) to Jesus Christ.

Some tips to help you meet with a camper:

1. Make sure you have privacy and that what is said is never revealed to other campers or cabin leaders. The Summer Program Director or Bible teacher needs to know about any serious problems.

NOTE OF CAUTION: ALWAYS MEET IN VIEW OF OTHER ADULTS.

2. Try not to appear anxious or overly concerned as the camper talks with you. Don't act surprised by what he says.
3. Encourage the camper to keep talking. This can be accomplished by the following:
 - a. Information gaining questions – “When did it happen?”
 - b. Clarifying questions - ✖ Why do you think that happened?”
 - c. Reflective questions - ✖ They all hate you?”
 - d. Reflective comments - ✖ You seem to be down today”
 - e. Empathetic comments – “It's been a hard day for you.”
4. Also remember to provide:
 - a. Approval statements to provide emotional support – “I really understand your problem is real.”
 - b. Reassurance statements to raise self-esteem – “You really are a neat person - your willingness to help others stands out.”

How do you bring Christ into the picture?

* This is probably the toughest question in the minds of Christian workers who are just starting their ministry. You have to remember that it is just not a decision that Christ lived and died for my sins, but that Christ is the center of my life and my entire existence revolves around Him. **Therefore, we are talking about a changed life.**

* This fact can put a lot of pressure on a camper. Because of this pressure, a forced decision can become superficial. Therefore, no decision should be forced. Instead, just be able to explain the steps involved in making a decision and allow the Holy Spirit to work within the camper.

* Do not confuse the camper with too many scripture passages. **Always work with an open Bible as you allow the camper to read the passages.**

One Way of Presenting the Gospel

1. Fact of sin - Rom. 3:23
2. Penalty of sin - Rom 6:23
3. Penalty must be paid - Heb. 9:27
4. Penalty was paid by Christ - Rom. 5:8
5. Salvation is a free gift - Eph. 2:8-9
6. The camper must accept the gift, who is Jesus Christ, into his life - John 1:12

(Jesus promises that He will come into a person's life if he asks - Rev. 3:20).

* If the camper understands the simple steps involved in asking Christ into his life and is ready to do so, then have him pray out loud, recognizing the fact that he is a sinner; that he has done wrong in the sight of God; that he realizes that Christ has died for his sins; and inviting Christ to come into his life to save him from his sins and be his Lord and master.

* Prayer might be a little difficult, so encourage him to use conversational prayer, which is talking to God just like he would talk to his other friends. Tell him that God is not interested in how well formed the prayer is, but only interested in what is in his heart.

* So often the cabin leader forgets that once a person has accepted Christ into his life it is necessary to show the camper how to grow as a newly born Christian. Just like a newborn baby, the newly born Christian needs to be watched and cared for in helping him to grow in faith and walk with Christ. An easy way to teach growth is by using the letters in the word to remind newly born Christians the steps involved.

G - **Go** to God daily in prayer. John 15:7
R - **Read** God's Word daily. Acts 17:11
O - **Obey** God moment by moment. John 14:21
W - **Witness** for Christ by your life & words. Matt. 4:19, John 15:8
T - **Trust** God for every detail of your life. 1 Pet. 5:7
H - **Holy Spirit** - allow Him to control and empower your daily life and witness. Gal. 5:16-17, Acts 1:8

* Another technique you can use to help your camper remember his commitment to Christ is through a personal letter. Have him put into writing the decision he has made and why and what it means to him personally. Have him self address an envelope and give it to you. Three months later mail the letter to him so that he can reread his commitment.

* Also make sure the director knows about any decision made so that he can inform the camper's pastor.

C. QUALITIES FOR CABIN LEADERS TO WORK ON

PERSONALITY TRAITS

- Patience
- Enthusiasm
- Reliability
- Adaptability
- Tact

PHYSICAL CHARACTERISTICS

- Careful grooming
- Endurance
- Vigor

MENTAL TRAITS:

- Real interest in people
- Common sense
- Foresight

SPIRITUAL CHARACTERISTICS:

- Be certain of your own salvation
- Have a keen interest in the salvation and spiritual welfare of others
- Be faithful in prayer and Bible study
- Have a sincere love of God and of campers

SKILLS OR ABILITIES: any of these will help

- Advanced swimmer
- Athletic
- Story-telling
- Teaching experience
- Music skills

D. WHAT THE CAMPER EXPECTS OF THE CABIN LEADER

1. I want them to be the kind of person I can talk to - one who won't think I'm silly because of some questions I ask.
2. I want to be able to go to them with any problem. I want them to take my problems seriously and not talk to anyone else about them.
3. I want them to participate in our activities.
4. I want them to stop arguing and fighting in our cabin.
5. I want them to help keep our cabin clean.
6. I want my cabin leader to enjoy spending time with me, not just with other cabin leaders.
7. I want them to tell us stories at night, but I hope they don't let some of us make noise every night because of the restrictions it brings.
8. I want them to help with the dishes and other work.
9. I like my cabin leader to be friendly and happy.
10. I don't think my cabin leader should get any special privileges.
11. I wish they wouldn't get together with other cabin leaders and whisper. I wonder if they are talking about me.

E. WHAT THE SUMMER PROGRAM DIRECTOR EXPECTS OF CABIN LEADERS

1. Cabin leaders are expected to be prompt for every meeting.
2. Cabin leaders are expected to participate in all scheduled activities, and to be prepared for each activity they are to lead.
3. The cabin leader must always be available to the group in their care unless off-duty by approval of the program director.
4. The cabin leader must be in good health.
5. Cabin leaders should be friendly but firm with campers, and worthy of respect and confidence.
6. Confidential information shared with the cabin leader is to be kept private.
7. The cabin leader is to be loyal to the camp director, staff, and program.
8. The cabin leader abides by the rules of the camp.
9. The cabin leader is expected to act in a mature manner, taking care of the problems in his group, seeking wisdom from the Lord.
10. Any deviations from the program or schedule must be cleared with the program director.
11. The cabin leader is to sit with their campers at meal times and all meetings. They should always know where their campers are.
12. The cabin leader is to lead cabin devotions and share times. He should encourage campers in their personal devotions and study time. He should strive to reinforce lessons taught to the campers in the teaching sessions and chapel.
13. The cabin leader should report discipline problems, bed-wetting, etc. to the summer program director.

F. CHARACTERISTICS OF CAMPERS (“Was I Really Like That?”)

Sometimes it is hard to remember how we were as kids growing up, but we all went through similar stages of growth. As a cabin leader it is important to understand developmental growth, as it plays an important part in our expectations and understanding of a camper.

1. JUNIOR CAMPER - Ages 7-11

Physical Development: Campers in this category are very active. Their motion is always GO and normally in the RUN position. They still have developing muscles and they need proper food, rest, and supervision. They like adventure, competition, and challenges. Counselors should keep a close watch on the camper’s individual tiredness. Encourage them to pace themselves, eat correctly, and get a good night’s sleep.

Mental Development: These campers are inquisitive and are developing a great interest in facts. Memorization is very good. They enjoy “real life” stories. They are beginning to draw conclusions and understand relationships. They have a tendency to jump to conclusions, so all sides have to be pointed out to them. Their attention span for listening is about 10-15 minutes and for activities 20-60 minutes. Counselors should stimulate and encourage their campers to ask questions. This is a good age to teach about chronology, history and geography of the Bible. Because of their curiosity, it is a good time to stimulate their desire to know God and His plan for salvation. Their “why” attitude can be directed in the discovery of why people act the way they do and how God deals with them. This can lead into a discussion of the camper’s relationship with Christ. Encourage them to memorize Scripture passages that will help them with their problems.

Social and Emotional Development: Most campers in this age group are striving to be independent but do respect authority and want definite limits. They tend to favor their own sex, and they start to form groups and cliques. Teamwork and contests are important, as are fairness and honesty. They are very open and frank, but there is a tendency to exaggerate. Quick temper can be a problem. Counselors should use the “let’s do” approach when presenting plans. Encourage activities that require teamwork and competition, but avoid ones that end in failure. Help your campers face the prospect of losing and help them to derive value out of an activity without having to win or receive any award.

Spiritual Development: This is one of the prime times in a camper’s commitment to Christ. They are starting to understand such concepts as sin and salvation. They do not understand symbolism. Avoid emotional appeals, but instead present facts and be realistic. Do not be afraid to share Christ with them, as they are very aware of Jesus and want to know more about Him.

2.JUNIOR HIGH CAMPER - Ages 12-14

Physical Development: This is a period of rapid and sometimes uneven growth. Because of these growth spurts, junior high campers feel increased energy and strength, but don't like to admit that they are tired. Girls still tend to be ahead of boys physically. There are definite sexual changes occurring, which if misunderstood, can cause fear and anxiety. Counselors should encourage campers to participate in passive as well as active camp activities. Encourage proper food, rest and exercise. Be on the alert for girls who are on extreme diets. This is a good time to discuss activities that are harmful, such as drugs, tobacco, and alcohol. Be well versed on adolescent changes that are taking place in the body, because you will get a lot of questions in this area.

Mental Development: Junior High campers welcome the chance to handle thought problems. They have a greater ability to exercise reason and judgment. Help teach them to base their decisions on fact and not on emotion. Present Scriptures in a way that will enable them to find meaning and answers for themselves. Because of their critical and judgmental views, assist them to see the standards by which they can judge and make decisions-the Scriptures!

Social Development: The 7th and 8th graders still like team activities, but Sr. High is more interested in social contacts and parties. There is increased dating. Clowning and showing off seem to be the norm. There is a strong desire to be treated as an adult, not a child. Encourage mixer games that help campers get to know one another. In cabin time, campers like to discuss and express their doubts, feelings, and thoughts. They need help to see that with independence comes more responsibility. Point out the need for rules and regulations and the need for the same in our spiritual lives through Scripture.

Spiritual Development: At this age many make decisions for Christ. The appeal must not be on the basis of emotion, but must be made relevant and based on personal needs. This age group derives satisfaction from Scriptures and personal study time. Be prepared with several versions of the Bible which puts Scripture in words they can easily understand. Prayer will normally be personal and self-directed, but they can learn to be more concerned about others.

3.HIGH SCHOOL CAMPER - Ages 15-17

Physical Development: This group of campers has reached physical maturity or are in the last stages. Coordination is being refined and sexual maturity is in the final stages of attainment. Counselors should encourage proper rest. There is a tendency for this group to make their week at camp an all-week slumber party. If this is allowed, then the other parts of the program will suffer. Health instructions and discussion are an important part of the camp, and counselors should be able to lead them in the Scriptural approach to reaching God's guidelines for dealing with these issues.

Mental Development: This group is characterized by logical, investigative and evaluative decisions. Arguments are common as they enjoy getting in the last word. The drive for independence is at its highest level and the need to handle their own affairs is prominent. There is pressure to make a career choice and to choose a college or to get married. High schoolers can be challenged with in-depth Bible studies. Encourage them to express their views and questions. Attempt to draw in the quiet ones with one-to-one discussions. Counseling on boyfriend and girlfriend relationships will be of primary importance, and you should be able to provide personal guidance as well as some good Christian books on the subject. Do not let the discussion on sex dominate your cabin time but work on total development of the individual.

Social Development: High schoolers tend to sacrifice their own values in order to be accepted by the right people, club or clique. They cannot tolerate the feeling of being left out. Going steady is common and provides security. The area of sex poses many problems with regard to their faith and sexuality. Even with strong moral standards, many have difficulty controlling impulses. Counselors should work on acceptance of all their campers. Discourage cliques and encourage campers to reach out and make friends with everyone.

Emotional Development: This is still a time of intense and fluctuating emotions, but stability and dependability are beginning to be attained. They are trying to plan for the future and are unsure what is in store for them. Try to understand them and try to help with meeting individual needs. Be aware of feelings. Provide much encouragement and assistance in facing the future. Assist them in finding healthy expressions and accepted ways of expressing emotions.

Spiritual Development: This can be a time of conflict and doubt and also a time of deep personal commitment. It can be a time when many drop away from the church because of peer pressure, lack of a well-developed faith, or because the church fails to reach them. Counselors should share their personal testimonies and how Christ has worked in their lives. Include campers in thinking through Christian doctrine. Encourage and motivate them to share with others their faith in the areas of counseling.

G. PROBLEM CAMPERS

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

- 1) **Excessively inhibited** - Characterized by tenseness, inward nervousness, but conforms outwardly. Presents few or no problems, but needs much help because of the trapped anxiety.
- 2) **Excessively uninhibited** - Characterized by aggressive behavior. Has great difficulty in achieving good interpersonal relationships. Are in constant conflict with others and their outward behavior is quite evident.
- 3) **Well adjusted** - Acceptable and loyal member of group. Able to maintain good interpersonal relations.

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

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

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

Let's explore five types of behavior that present themselves in a camping situation.

Because of that behavior, they become labeled problem campers. Remind yourselves that the label is only placed on that particular camper because the behavior openly manifests itself and causes the counselor to respond to the behavior. The behavior can be either active or passive in nature, but the underlying problems are still the question for determining the reason for the behavior.

1. CAMPER ONE - DISAPPEARING DAN

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

- a. Poor self-image
- b. Physical deficiency (too small, overweight, etc.)
- c. Overprotection at home, which hinders social adjustment
- d. In ability to communicate with peer group
- e. Dominated at home by parents or other children
- f. Immature

- g. Overwhelmed by group situations
- h. First time at camp
- i. Fear of opposite sex
- j. Unfavorable past experiences in other settings
- k. Afraid of counselor

As a cabin leader/counselor you can help this camper by:

- a. Checking medical records for inside information
- b. Attempting to find the underlying reason for the behavior.
- c. Making sure that the camper is a part of the group and helping other campers to take an interest in him.
- d. Being a friend to the camper
- e. Providing special time to be together with this camper to allow him time to talk about himself
- f. Finding a group project or learning situation where he can be an important part of the activity
- g. Making others aware of ways that they can help you
- h. During discussion, learn to sense and cope with problems

2. CAMPER TWO - LONELY LINDA

This shows up in someone who doesn't find any of the activities interesting, who is just homesick, or a first-time camper who finds the rough camping situation completely different from his comfortable home situation with Mom's cooking. REASONS for this behavior are:

- a. Same as for the first camper.

As a cabin-leader/counselor you can use some of the same techniques as for camper #1 and you can also try to build from a camper's strengths by getting him involved in something he does well.

3. CAMPER THREE - HOMESICK HARRY

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

- a. Same as for the first and second camper.
- b. Over-attachment between parent and child
- c. Over-attachment with hometown activities
- d. Strange camp surroundings
- e. Self-consciousness
- f. Being told to do something he doesn't want to do
- g. Fear of the unknown

As a cabin leader you can help this camper by:

- a. Making all of your campers feel comfortable
- b. Assist them in obtaining friends from the start
- c. Being aware of physical symptoms like constipation or diarrhea
- d. Helping him to talk about his feelings

4. CAMPER FOUR - CLINGING CINDY

This camper is in need of constant acknowledgment. He hangs around you all the time. He tries to please you very hard by giving gifts, etc. REASONS for this behavior are:

- a. Lack of love in home environment
- b. Poor self-image
- c. Poor communication with peer group
- d. Afraid of the other sex

As a cabin leader you can help this camper by:

- a. Frankly discussing his behavior
- b. Letting him know you accept him and that he doesn't have to be around you that much to keep your favor
- c. Guiding him into activities in which he might be interested

5. CAMPER FIVE - DREAMING DON

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

- a. Inability to deal with reality

As a cabin leader you can help this camper by:

- a. Talking about his dreams
- b. Trying to determine the problems of accepting reality - i.e. fear of failure, etc.
- c. Building on strengths for getting involved

Meeting the needs of the many campers you work with is not an easy task. It takes a lot of understanding, insight, compassion, and practice to be a good counselor.

The following material is excerpted from the Adult Education Department, San Diego, California. It gives a child's perspective on counseling.

MEMOS FROM YOUR PLAYGROUND CHILD

1. Don't be afraid to be firm with me. I prefer it; it makes me feel more secure
2. Don't let me form bad habits. I have to rely on you to detect them in my early stages.
3. Don't make me feel smaller than I am. It only makes me behave stupidly big.
4. Don't correct me in front of others if you can help it. I'll take much more notice if you talk

quietly with me privately.

5. Don't be upset when I say, "I hate you". It isn't you I hate but your being a symbol of authority.
6. Don't take too much notice of my small complaints. At times they bring the attention I need.
7. Don't nag. If you do, he shall have to protect himself by appearing to be deaf.
8. Don't make rash promises. Remember that I feel badly let down when promises are broken.
9. Don't tax my honesty too much. I am easily frightened into telling lies.
10. Don't be inconsistent. That completely confuses me and makes me lose faith in you.
11. Don't ever suggest that you are perfect or infallible. It gives me too great a shock when I discover that you are neither.
12. Don't tell me my fears are silly. They are terribly real and you can do much to reassure me if you try to understand.
13. Don't ever think it is beneath your dignity to apologize to me. An honest apology makes me feel surprisingly warm toward you.
14. Don't forget that I can't strive without lots of understanding, but I don't need to tell you, do I?

VI. GUIDELINES FOR CAMP SAFETY

Please regard safety as a very important aspect of camp.

Every person who is serving at camp is responsible for the safety of others and particularly the safety of campers.

Be alert to things that could possibly cause an accident.

Remember the person who is in charge of the various athletic activities, etc. must always be aware of what is happening during that period. Be sure to check with the program director as to what the rules are and to be sure that rules are being obeyed by everyone around that area.

NEVER NEVER leave campers unsupervised. If you must leave for emergency, make sure another adult is left in charge. This is imperative!!!

If an accident should occur, get help quickly. All injuries must be reported to the nurse.

This includes any injuries to leaders, campers, staff, cooks, speakers, etc. **PLEASE REPORT ANY INJURY TO THE CAMP NURSE!**

If an injury is serious, please follow any first aid procedure. If you do not know first aid, please get someone who does.

DO NOT TAKE CHANCES! We are here for a good time and unnecessary actions can cause severe problems. Anything suspicious should be reported to the Program Director!

Make sure campers are following the camp rules.

If a serious accident should occur, we will be asking for a full report from the person in charge, and those who are witnesses to an accident will also have to give an account. This must be done for insurance purposes. Be familiar with the camp Incident Report.

AUTOMOBILE AND VEHICLE USE

- * Campers shall not drive personal vehicles while at camp.
- * Drivers transporting campers shall be at least 25 years old and have a valid driver's license.
- * All vehicles used for camp business/activities shall have minimum required liability insurance. (Camp Director shall verify this).
- * No one will ride on pick-up boxes, bumpers, etc. Vehicles shall always be driven in a safe manner.

VII. POLICY FOR REPORTING SUSPECTED CHILD ABUSE

Volunteer and paid staff members of Old Faithful Christian Ranch Bible Camp are required by law to report all cases of suspected child abuse. (See next page). A report is not a proven fact, it is the raising of a question. It is a request for an investigation. The report must be made in twenty-four hours to Child Protective Services of the proper law enforcement agency.

Procedure to follow if you suspect a child is being abused:

1. If the child is disclosing information to you, listen to the child, but do not panic or express shock.
2. Reassure the child that it was not their fault and it was good to tell.
3. Let the child know you will support them.
4. Do not promise the child that you will keep a secret or not tell anyone else. Let them know that in order to help them, you might tell someone else who will also help them.
5. Refrain from touching a person who has been sexually abused. Any touch could be received by them as a sexual touch. Make sure that any physical contact is appropriate. Help them to interact with other friends, peers, etc.
6. When you are finished talking with the child, immediately report to the Summer Program Director, Bible teacher or Camp Director.
7. Respect the privacy of the individual by not discussing it with those who are not involved.
8. It is then the responsibility of the Camp Director to report to Child Protective Services.
9. Child Protective Services is then responsible to follow through with a proper investigation and counseling services if necessary.

VIII. DEFINITIONS OF CHILD ABUSE

“Child” means a person under 18 years of age.

1. PHYSICAL ABUSE

- * A non-accidental injury sustained by a child
- * Drugging of a child administered directly to quiet a child or indirectly via placental transfer to unborn
- * Most easily identifiable

2. NEGLECT

- * An act of omission which jeopardizes the well-being of a child: this includes basic food, shelter, clothing and protection needs.
- * Failure to thrive: a lack of physical and nurturing elements necessary to support and engender appropriate growth.
- * Medical/dental neglect which endangers the health and well-being of a child.

3. EMOTIONAL ABUSE

- * A consistent pattern of humiliating, critical and punitive interaction between parent and child which results in damage to the child’s chances for normal growth and development. A casual relationship must be established, usually by psychological evaluation, linking parenting practices to the child’s behavior.

4. SEXUAL ABUSE

The exploitation of a child for the sexual gratification of an adult or any significantly older person. It is called incest if it occurs between family members. Child sexual abuse can include a variety of behaviors including not only fondling, verbal stimulation and pornography, but also more violent behaviors such as rape.

Touching Offenses

Fondling, Oral Genital or Anal Stimulation, Non-violent intercourse, Incest, Rape, Assault and Murder

Non-Touching Offenses

Verbal stimulation, Obscene phone calls, Indecent exposure, Peeping, Causing or allowing a child to witness adult relations

