



# Sr. High

July 13-17

Camp Staff Handbook

# Table of Contents

- **Arriving**
  - What to Bring - **4**
  - What to Expect When You Arrive - **4**
  - Important Information for Camp Staff: - **5**
    - Speakers, Teachers, Directors, and Special Guest
  
- **Camp Administration**
  - Sr. High Camp - **7**
  
- **Schedules**
  - Sr. High Schedule – **9-10**
  
- **Staff Guides**
  - Head Camp Counselor – **12-14**
  - Camp Counselor – **15-17**
  - Camp Nurse - **18**
  - Camp Security - **19**
  - Sr. High Late Night Director - **20**
  - Recreation Director - **21**
  - Music Director – **22**
  - Drama Director - **23**
  - Media Director – **24**
  - Discipleship Director - **25**
  
- **Discipline**
  - Camper Requirements/Rules – **27-29**
  - Discipline Policy - **30**
  
- **Leaving**
  - Check-Out Procedures - **31**
  - Motel Cleaning Check-List – **32**

# Arriving

## LOCATION:

12000 Cottage Street Millersport, OH 43046-9501

[www.OhioYouthDivision.com](http://www.OhioYouthDivision.com) for more info

## What to Bring

1. **Camp Counselors (*Staying in Dorm*)**
  - a. Bring Twin Size Sheets/Bedding (Pillow, Blanket, etc)
  - b. Bring Towels, Wash Clothes
  - c. Bring Personal Items (Fan, Blow Dryer, Iron, etc)
2. **Directors, Nurse, Security, Teachers, Presbyter, Musicians/Praise Team, Ohio Youth Committee and other Ohio Youth Camp Staff (*Staying in Motel*)**
  - a. Bring Twin Size Sheets/Bedding (Pillow, Blanket, etc)
  - b. Bring Towels, Wash Clothes
  - c. Bring Personal Items (Fan, Blow Dryer, Iron, etc)
3. **Day Speaker, and Music/Drama Director\* (*Staying in Motel*)**
  - a. Bring Personal Items (Fan, Blow Dryer, Iron, etc)
  - b. Bedding & Towels will be provided

*\* Musicians/Praise Team responsible to bring Bedding & Towels*

4. **Evening Speaker (*Staying in Evangelist House*)**
  - a. Bring Personal Items (Fan, Blow Dryer, Iron, etc)
  - b. Bedding & Towels will be provided

*FYI – There is a washer & dryer inside of the house you will be staying in.*

## What to Expect When You Arrive

### DRESS

- Evening Services are whatever you feel comfortable in (business casual, dress up)
- Days are Casual
- Bring Recreation Clothes (*Swimwear, Sports Clothes, etc*)

### HOUSING

- Find Tom Ellis or Rob Doner if you do not know where you are staying. You will be provided a Room Number, and a Key to your room.
- You can unload your stuff at anytime.

### EATING

- Monday's Lunch is from 12:00pm-12:45pm
- You will be given Food Tickets that will allow you to purchase concessions throughout the week. If you need additional cards please see Rob Doner.
- Breakfast, Lunch & Dinner will be provided, along with a special meal after each Evening Service, where there will be Reserved Seating for you.

*You will find a Camp Staff Handbook that will include the schedule, guidelines, and check-out policy, etc. in your room. Please familiarize yourself with the schedule, Eating times, Recreation times, Service times, etc.*

## Important Information for: **Speakers, Directors, Camp Staff and Special Guests**

1. If you need handouts, multi-media, music or copies please let us know. We will do our best to accommodate you.
2. We are on a schedule - Please help us stay on it. Be conscientious of not running over time or dismissing the campers out of your session too early. This is very important.
3. **Please join us at the reserved tables during meals, and after the evening service. You are invited to eat the special food that will be prepared each night.**
4. Please make sure all children are supervised at all times. Any children 5 yrs old and over are not permitted in dorms/hotels of the opposite gender,
  - a. No one without a valid driver's license is permitted to drive the golf carts.
5. Any Speakers or Director's who bring their own staff, helpers, or children should ensure that they know and follow all camp rules and policy while on the campgrounds.
  - a. We ask that anyone 18yrs. and under adhere to the camp curfew, and be in their rooms, unless directly supervised by the speaker or director.
6. If you need anything for your room or have any special family needs, please do not hesitate to contact Tom and Kristen Ellis (Youth President), Rob and Amy Doner (Youth Secretary), or LJ Harry (Promotions Director). We will be happy to help you in any way we can.
  - a. **Tom Ellis** – 513-602-9307/tellis@fuse.net
  - b. **Kristen Ellis** – 513-602-7867/kmama@fuse.net
  - c. **Rob Doner** – 740-707-3055/rtdoner@msn.com
  - d. **LJ Harry** - 740-398-4055/lharry@vernonchurch.org

# Camp Administration

# Sr. High Camp Administration

*(\*) Denotes positions which have authority to handle discipline problems. Please refer problems to the proper person(s) in charge.*

**Camp Presbyter:**\* F. Joe Ellis (Section 2)

**Youth President:**\* Tom & Kristen Ellis

**Youth Secretary:**\* Rob & Amy Doner

**Camp Manager:**\* Greg Sheets

**Maintenance Manager:** Doug Grubb

**Kitchen Manager:** Ann McClain

**Concessions Manager:** Amy Butts

**Camp Registrar:** Charlene Swain

**Evening Speaker:** Aaron Soto

**Morning Speaker:** Russ Strange

**Small Group Leaders:** Camp Staff

**Music Director:** Kristin Keller

## **GUY COUNSELORS**

**Alamo Boys Dorm:** Anthony Hinson\* (HEAD), Ken Jialanella, Jason Bailey, Chris Butts, Matt O'Shell

**Alcatraz Boys Dorm:** Pete Gardiner (HEAD)\*, Pete Gardiner, Michael Cobb, Adam Rios, Shane Hancock

## **GIRL COUNSELORS:**

**Hotel Flr 1:** Kedrin Cobb (HEAD)\*, Ann Hancock, Kristy Bailey

**Hotel Flr 2:** Jolene McDonald (HEAD)\*, Andrea Jialanella, Jennifer Poling

**Girls Dorm:** Tricia Tatman (HEAD)\*, Leslie Rios, Jenny Gerky, Farah Easte

**Camp Nurse:** Leslie Rios

**Camp Security:**\* Clyde Fox

**Recreation Director:** Todd & Tiffani Livengood

**Late-Night Director:** Michael & Kedrin Cobb

**Media/Sound Director:** LJ Harry

**Discipleship Director:** Paul & Brooke Pamer

# Schedule

## Sr. High Schedule (Pg. 1 of 2)

### **Monday, July 13, 2009:**

9:00am – **Registration Begins**  
11:00am-11:45am - Staff Orientation  
12:00pm-12:45pm – Lunch  
12:45pm-1:15pm – Camper Orientation  
1:15pm-2:00pm – MINISTRY TRAINING BREAKOUTS (*Speaker: F. Joe Ellis*)  
2:15pm-2:30pm – WARP ZONE  
2:30pm-5:00pm – RECREATION

- *Softball, Volleyball, Basketball Leagues*

5:00pm-5:45pm – Dinner  
5:45pm-6:45pm – Break  
6:30pm – Pre-Service Meeting  
6:45pm-7:00pm – PRAYER  
7:00pm – SERVICE (*Speaker: Aaron Soto*)  
9:30pm-10:45pm – LATE-NIGHT

- *Crazy!!!*

11:00pm – Curfew  
11:45pm – Lights-Out

### **Tuesday, July 14, 2009:**

8:15am-9:00am – Breakfast  
8:30am-8:45am – Camp STAFF Daily Meeting  
9:00am-10:00am – MORNING RALLY (*Speaker: Russ Strange*)  
10:00am-10:15am – Break  
10:15am-11:45am – Swimming (Girls)  
10:10am-11:45am (Guys)

- SMALL GROUPS

11:45am-12:00pm - Break  
12:00pm-12:45pm – Lunch  
12:50pm-1:45pm – MINISTRY TRAINING BREAKOUTS

- *Drama Ministry, Finding Your Calling, Community Service, Music Ministry, Bible Quizzing, Children's Ministry, Youth Ministry, Outreach Training, Tech/Media Class*

1:50pm-2:20pm – WARP ZONE  
2:30pm-5:00pm – RECREATION

- *Softball, Volleyball, Basketball Leagues*

5:00pm-5:45pm – Dinner  
5:45pm-6:45pm – Break  
6:30pm – Pre-Service Meeting  
6:45pm-7:00pm – PRAYER  
7:00pm – SERVICE (*Speaker: Aaron Soto*)  
9:30pm-10:45pm – LATE-NIGHT

- *Hang Time – Game Night (Dining Hall)*

11:00pm – Curfew  
11:45pm – Lights-Out

### **Wednesday, July 15, 2009:**

8:15am-9:00am – Breakfast  
8:30am-8:45am – Camp STAFF Daily Meeting  
9:00am-10:00am – MORNING RALLY (*Speaker: Russ Strange*)  
10:00am-10:15am – Break  
10:15am-11:45am – Swimming (Guys)  
10:10am-11:45am (Girls)

- SMALL GROUPS

11:45am-12:00pm - Break  
12:00pm-12:45pm – Lunch  
12:50pm-1:45pm – MINISTRY TRAINING BREAKOUTS

- *Drama Ministry, Finding Your Calling, Community Service, Music Ministry, Bible Quizzing, Children's Ministry, Youth Ministry, Outreach Training, Tech/Media Class*

1:50pm-2:20pm – WARP ZONE  
2:30pm-5:00pm – RECREATION

- *Softball, Volleyball, Basketball Leagues*

5:00pm-5:45pm – Dinner  
5:45pm-6:45pm – Break  
6:30pm – Pre-Service Meeting  
6:45pm-7:00pm – PRAYER  
7:00pm – SERVICE (*Speaker: Tim Gaddy*)  
9:30pm-10:45pm – LATE-NIGHT

- *Talent Show*

11:00pm – Curfew  
11:45am – Lights-Out

## Sr. High Schedule (Pg. 2 of 2)

### Thursday, July 16, 2009:

8:15am-9:00am – Breakfast  
8:30am-8:45am – Camp STAFF Daily Meeting  
9:00am-10:00am – MORNING RALLY (*Speaker: Russ Strange*)  
10:00am-10:15am – Break  
10:15am-11:45am – Swimming (Girls)  
10:10am-11:45am (Guys)

- SMALL GROUPS

11:45am-12:00pm - Break  
12:00pm-12:45pm – Lunch  
12:50pm-1:45pm – MINISTRY TRAINING BREAKOUTS

- *Drama Ministry, Finding Your Calling, Community Service, Music Ministry, Bible Quizzing, Children's Ministry, Youth Ministry, Outreach Training, Tech/Media Class*

1:50pm-2:20pm – WARP ZONE  
2:30pm-5:00pm – RECREATION

- *Softball, Volleyball, Basketball League Championships*

5:00pm-5:45pm – Dinner  
5:45pm-6:45pm – Break  
6:30pm – Pre-Service Meeting  
6:45pm-7:00pm – PRAYER  
7:00pm – SERVICE (*Speaker: Aaron Soto*)  
9:30pm-10:45pm – LATE-NIGHT

- *Consecration*

11:00pm – Curfew  
11:45pm – Lights-Out

### Friday, July 17, 2009:

9:00am-9:45am – Breakfast  
9:15am-9:30am – Camp STAFF Daily Meeting  
9:45am-10:00am – MORNING RALLY  
10:00am-10:15am – Break  
10:15am-11:45am – Swimming (Guys)  
10:10am-11:45am (Guys)

- SMALL GROUPS

11:45am-12:00pm - Break  
12:00pm-12:45pm – Lunch  
12:50pm-1:50pm – MINISTRY TRAINING BREAKOUTS

- *Mass Choir Practice*

2:00pm-4:45pm – RECREATION

- *All-Star Games*

4:45pm-5:30pm – Dinner  
5:30pm-6:45pm – Break (Pack-Up & Clean-Up Dorm/Hotel)  
6:45pm-7:00pm – PRAYER  
7:00pm – SERVICE (*Speaker: Aaron Soto*)  
10:30pm – **All Campers to be Off the Campground**  
11:00pm – All IN-STATE Staff to be Off the Campground

# Staff Guides

# Head Camp Counselor Guide (Pg. 1 of 3)

## 1. Job Responsibilities

- a. Must attend Monday Youth Camp Staff Orientation @ 11:00am in Dining Hall 2.
- b. Must attend Daily Camp Staff Meeting @ 8:30am-8:45am in Dining Hall 2.
- c. Obtain dorm key from registrar
- d. Organize other counselors into a teams
  - i. Assign counselors to rooms/sections as necessary.
  - ii. Organize rotating pairs of counselors to patrol the grounds after evening service, during recreation and during choir practices.
- e. Supervise the application of the discipline policy in the dorms and during recreation.
- f. Oversee the locking and unlocking of dorm/hotel throughout the week.
- g. Lock the dorm every night after curfew
- h. Keep campers on schedule
- i. Lead dorm in brief devotion before lights go out.
- j. Make spot-checks of sleeping quarters looking for cleanliness and neatness and that beds are made.
- k. Report all medical problems to the camp nurse
- l. Friday:
  - i. Afternoon
    1. Oversee Packing and Clean-Up
  - ii. Night
    1. Un-lock dorms ½ hour after the end of service
    2. Oversee the removal and dismissal of campers from the grounds
    3. Secure the dorm to prevent vandalism
    4. Return dorm key to registrar

## 2. Counselor Guidelines

- a. All Camp Counselors are to be in ALL sessions, activities and services and must abide by the camp rules.
- b. During meal times you may enter the dining hall a few minutes before the campers so you can eat early.
- c. Please help any teachers, speakers and directors keep discipline during sessions, activities, and services.
- d. We really want you to participate in the evening service altar calls.
- e. Should you have a personal problem or conflict during the camp, please take it to the Youth President/Secretary. Please do not discuss it with other staff or workers.
- f. No Camp Counselor should leave without obtaining permission from the Youth President/Secretary.
- g. Counselors should not be outside of the dorm/hotel after curfew, unless dealing with a problem, or by permission.
- h. Camp Counselors should ensure that the section of the dorm/hotel that they were responsible for is clean and straightened before leaving the campground. All personal belongings must be removed from the dorm/hotel by 11:00pm on Friday.
  - i. *\* Head Camp Counselor is responsible to oversee and make sure their entire dorm/hotel is cleaned out and ready for the next camp.*
- i. No Camp Counselor is permitted to stay overnight in the dorm/hotel on Friday.
- j. Please join us at the reserved tables during meals, and after the evening service. You are invited to eat the special food that will be prepared each night.

## Head Camp Counselor Guide (Pg. 2 of 3)

### 3. Dealing with Campers

- a. We ask that each counselor pick out 5 youth who don't seem to have many friends or are having a hard time fitting in and try and include them in what you are doing.
- b. Never take sides with campers concerning rules. This is not the place to discuss our opinion about camp rules.
- c. We also ask that you not discuss church or district problems with campers or staff during camp.
- d. No Camp Counselor is to take campers off of the campgrounds.
- e. In order to create a safe environment where all campers will have a chance to enjoy a great camp, we ask that you be very fair but firm and consistent in your disciplining of campers. Campers, who will not adhere to your correction in a respectful and timely manner, should be disciplined accordingly.
- f. Any occurrence of the destruction of personal or camp property should be disciplined more severely. Two occurrences will be an automatic expulsion from camp.
- g. Proper ways to discipline campers:
  - i. Warning
  - ii. Take Recreation, Swim Time Away
  - iii. Kitchen Duty/Clean-Up
  - iv. Dorm/Hotel Clean-Up
  - v. Tabernacle Clean-Up
  - vi. Grounds Clean-Up
  - vii. Special Work projects (Must be approved by Youth President/Secretary)
  - viii. Sit in Solitude for extended period of time
- h. If after a fair amount of discipline any consistent problems should be brought to the attention of Youth President/Secretary and parents, and pastors will be called.
- i. If a conflict arises between you and a camper, do not touch them, or drag them, or pick them up. If they will not listen, get the Youth President/Secretary, Presbyter, or Camp Manager.
- j. If a camper states that they have been or are currently being sexually abused, molested, or physically abused please notify the Youth President/Secretary immediately. Do not discuss with any other staff or campers.
- k. If a camper states or you see any camper being physically or sexually abused, assaulted or bullied in the dorm/hotel you MUST notify Youth President/Secretary immediately.
  - i. Examples: Exposing, fondling, intercourse, etc.
- l. If you hear of any sexual abuse, assault, or misconduct of campers or staff, contact the Youth President/Secretary immediately. They will handle investigating it further.
- m. You MUST report all physical or sexual misconduct of campers or staff to Youth President/Secretary immediately.
  - i. Examples: Exposing, fondling, intercourse, etc.

## Head Camp Counselor Guide (Pg. 3 of 3)

### 4. Leading a Small Group

- a. No classes or group discussions are to be organized without Youth President/Secretary approval.
- b. If you are asked to lead a small group here are a few guidelines to follow:
  - i. State ground rules before the start of each discussion.
    1. Stay with the Topic at hand
    2. What's talked about in this group, stay's in this group.
  - ii. Keep the discussion on the topic.
    1. Don't be afraid to say, "That is a little off subject, we can talk about that later, or let's try and stay on topic."
  - iii. Do not discuss your opinion on Holiness, Doctrine, Prophecy or any other major theological topic, the United Pentecostal Church, or sexual issues, unless it is in the curriculum to discuss.
  - iv. Appropriate topics of discussion would include:
    1. Personal testimony (*You don't have to give every detail*)
    2. Encouraging them in their faith
    3. God's mercy for them
    4. Their direction in Life
    5. Spiritual Disciplines (Prayer, Fasting, Bible Reading, etc)
  - v. If you feel their question might be a questionable decision in their life, ask them, "What has your Pastor told you, you should do?" Do not contradict their Pastor.

# Camp Counselor Guide (Pg. 1 of 3)

## 1. Job Responsibilities

- a. Must attend Monday Youth Camp Staff Orientation @ 11:00am in Dining Hall 2.
- b. Must attend Daily Camp Staff Meeting @ 8:30am-8:45am in Dining Hall 2.
- c. Protect campers from any activities that may be harmful to campers, others, or property.
- d. Protect camper's personal property.
- e. Ensure that all campers follow schedule.
- f. Establish safe and orderly atmosphere in dorms.
- g. Assist in daily work responsibilities.
- h. Keep dorms as clean as possible.
- i. Assist campers who are sick or injured, report to Camp Nurse if necessary.
- j. Observe campers eating habits, watch for abnormalities.
- k. Bed check in dorms. All campers accounted for.
- l. Attend daily meetings for updates.
- m. Maintain quiet dorms after lights out.
- n. Actively participate in worship services.
- o. Patrol campgrounds between service dismissal and curfew.
- p. Report all problems to Youth President/Secretary
- q. No private prayer sessions after curfew.
- r. Oversee the cleaning of the dorms.
- s. Oversee the dismissal of all campers in the dorm.

## 2. Counselor Guidelines

- a. All Camp Counselors are to be in ALL sessions, activities and services and must abide by the camp rules.
- b. During meal times you may enter the dining hall a few minutes before the campers so you can eat early.
- c. Please help any teachers, speakers and directors keep discipline during sessions, activities, and services.
- d. We really want you to participate in the evening service altar calls.
- e. Should you have a personal problem or conflict during the camp, please take it to the Youth President/Secretary. Please do not discuss it with other staff or workers.
- f. No Camp Counselor should leave without obtaining permission from the Youth President/Secretary.
- g. Counselors should not be outside of the dorm/hotel after curfew, unless dealing with a problem, or by permission.
- h. Camp Counselors should ensure that the section of the dorm/hotel that they were responsible for is clean and straightened before leaving the campground. All personal belongings must be removed from the dorm/hotel by 11:00pm on Friday.
  - i. \* Head Camp Counselor is responsible to oversee and make sure their entire dorm/hotel is cleaned out and ready for the next camp.
- i. No Camp Counselor is permitted to stay overnight in the dorm/hotel on Friday.
- j. Please join us at the reserved tables during meals, and after the evening service. You are invited to eat the special food that will be prepared each night.

# Camp Counselor Guide (Pg. 2 of 3)

## 3. Dealing with Campers

- a. We ask that each counselor pick out 5 youth who don't seem to have many friends or are having a hard time fitting in and try and include them in what you are doing.
- b. Never take sides with campers concerning rules. This is not the place to discuss our opinion about camp rules.
- c. We also ask that you not discuss church or district problems with campers or staff during camp.
- d. No Camp Counselor is to take campers off of the campgrounds.
- e. In order to create a safe environment where all campers will have a chance to enjoy a great camp, we ask that you be very fair but firm and consistent in your disciplining of campers. Campers, who will not adhere to your correction in a respectful and timely manner, should be disciplined accordingly.
- f. Any occurrence of the destruction of personal or camp property should be disciplined more severely. Two occurrences will be an automatic expulsion from camp.
- g. Proper ways to discipline campers:
  - i. Warning
  - ii. Take Recreation, Swim Time Away
  - iii. Kitchen Duty/Clean-Up
  - iv. Dorm/Hotel Clean-Up
  - v. Tabernacle Clean-Up
  - vi. Grounds Clean-Up
  - vii. Special Work projects (Must be approved by Youth President/Secretary)
  - viii. Sit in Solitude for extended period of time
- h. If after a fair amount of discipline any consistent problems should be brought to the attention of Youth President/Secretary and parents, and pastors will be called.
- i. If a conflict arises between you and a camper, do not touch them, or drag them, or pick them up. If they will not listen, get the Youth President/Secretary, Presbyter, or Camp Manager.
- j. If a camper states that they have been or are currently being sexually abused, molested, or physically abused please notify the Youth President/Secretary immediately. Do not discuss with any other staff or campers.
- k. If a camper states or you see any camper being physically or sexually abused, assaulted or bullied in the dorm/hotel you MUST notify Youth President/Secretary immediately.
  - i. Examples: Exposing, fondling, intercourse, etc.
- l. If you hear of any sexual abuse, assault, or misconduct of campers or staff, contact the Youth President/Secretary immediately. They will handle investigating it further.
- m. You MUST report all physical or sexual misconduct of campers or staff to Youth President/Secretary immediately.
  - i. Examples: Exposing, fondling, intercourse, etc.

## Camp Counselor Guide (Pg. 3 of 3)

### 4. Leading a Small Group

- a. No classes or group discussions are to be organized without Youth President/Secretary approval.
- b. If you are asked to lead a small group here are a few guidelines to follow:
  - i. State ground rules before the start of each discussion.
    - 1. Stay with the Topic at hand
    - 2. What's talked about in this group, stay's in this group.
  - ii. Keep the discussion on the topic.
    - 1. Don't be afraid to say, "That is a little off subject, we can talk about that later, or let's try and stay on topic."
  - iii. Do not discuss your opinion on Holiness, Doctrine, Prophecy or any other major theological topic, the United Pentecostal Church, or sexual issues, unless it is in the curriculum to discuss.
  - iv. Appropriate topics of discussion would include:
    - 1. Personal testimony (*You don't have to give every detail*)
    - 2. Encouraging them in their faith
    - 3. God's mercy for them
    - 4. Their direction in Life
    - 5. Spiritual Disciplines (Prayer, Fasting, Bible Reading, etc)
  - v. If you feel their question might be a questionable decision in their life, ask them, "What has your Pastor told you, you should do?" Do not contradict their Pastor.

# Camp Nurse Guide

## 1. Job Responsibilities

- Must attend Monday Youth Camp Staff Orientation @ 11:00am in Dining Hall 2.
- Must read camper registration to be aware of campers with unique medical needs.
- Conduct a preliminary examination of any sick or injured campers.
- Advise the Youth President/Secretary of the seriousness of the sickness or injury.
- Must be available to accompany campers to the hospital and relay the diagnosis to camp staff or parents.
- Collect any medications or prescriptions that are to be taken by the campers and oversee the administration of the same.
- Must report any medical problems or emergencies to the Youth President/Secretary
- Must prepare a written incident report for any serious injuries, or incidents that require a trip to the hospital.

# Camp Security Guide

## 1. Job Responsibilities

- Must attend Monday Youth Camp Staff Orientation @ 11:00am in Dining Hall 2.
- Responsible to patrol the grounds during:
  - i. Recreation Time
  - ii. Evening Services
  - iii. Throughout the night
- Be on the lookout for anyone not supposed to be on the campgrounds, or for campers not where they are supposed to be.

## 2. Camp Security Guidelines

- Any campers caught where they are not supposed to be, should be immediately taken to the Head Camp Counselor.
- Anyone on the campground during the day or after curfew that is NOT a Registered Camper should be asked to leave the campground. If they will not adhere to the instruction, the Youth President/Secretary, Presbyter or Camp Manager should be notified.

# Sr. High Late Night Director Guide

## 1. Job Responsibilities

- Must attend Monday Youth Staff Orientation @ 11:00am in Dining Hall 2.
- Responsible for coordinating, organizing and overseeing the **After-Service** activities including:
  - i. Monday 9:30pm-10:45pm
    1. Crazy Late Night
  - ii. Tuesday – 9:30pm-10:45pm
    1. Game Night in Dining Hall
  - iii. Wednesday - 9:30pm-10:45pm
    1. Talent Show
  - iv. Thursday - 9:30pm-10:30pm
    1. Consecration Service
- Responsible for hosting **Morning Rally** Wake-Up Crowd-Breaker/Mixer
  - i. Tuesday-Thursday 9:00am-9:15am & Friday 9:45-10:00am
    1. Crowd-Breaker/Mixer Guidelines
      - a. Large Group/Team Building Games
      - b. Little or No Clean-Up
      - c. Little or No Props
    2. Should be DONE with Crowd-Breaker/Mixer no Later than 9:15am

## 2. Late-Night Director Guidelines

- Counselors will be available to assist with any special needs, and supervision during the activities.
- Late-Night swim requires that staff be in place to ensure the safe and controlled mobilization to the pool and back.
- All games, crowd-breakers, and any questionable acts or activities must be approved by Youth President/Secretary.
  - i. Please submit by the Wednesday, June 21st to the Youth President.

## 3. Budget

- \$150
  - i. For late-night materials including
    1. Games, materials, etc
  - ii. Turn in receipts to District Youth Secretary before the Friday of the camp to ensure immediate reimbursement.

# Recreation Director Guide

## 1. Job Responsibilities

- Must attend Monday Youth Camp Staff Orientation @ 11:00am in Dining Hall 2.
- Must attend Daily Camp Staff Meeting @ 8:30am-8:45am in Dining Hall 2.
- Responsible to make sure recreation equipment and playing fields are ready for use by campers at the appropriate time.
- Organize the sporting league teams, Thursday Championship games, and the Friday All-Star games.
- Responsible for ensuring the recreation equipment is put away at the end of the day and putting it in the proper storage at the end of the week.
- Responsible to pass out daily awards before the start of recreation each day:
  - i. Runner Up & Clean Room Award – *Early Showers/Or Ticket for Free Food*
    - 1. Guys Dorm
    - 2. Girls Dorm
    - 3. Girls Hotel Floor 1
    - 4. Girls Hotel Floor 2
  - ii. Pig Sty Award (Filthiest Room) – *Lose Recreation Time/Clean-Up Duty*
    - 1. Guys Dorm
    - 2. Girls Dorm
    - 3. Girls Hotel Floor 1
    - 4. Girls Hotel Floor 2
- Responsible to setup a league play schedule and setup fair rules of play on Monday for:
  - i. Volleyball
  - ii. Basketball
  - iii. Softball
- Responsible to communicate recreation schedule daily at 1:45pm in the Tabernacle.
- Responsible to select campers on Friday for the All-Star Games for:
  - i. Volleyball
  - ii. Basketball
  - iii. Softball.
- Responsible to organize other activities for those not playing any sports
  - i. Possible options:
    - 1. Skateboarding Events
    - 2. **WARP ZONE**
    - 3. Water Fight
    - 4. Group Games
- Responsible to make sure Recreation Field is cleaned up after each Recreation time.
- Responsible to Enforce all camp rules during recreation time
- **Please have 2 “RAIN DAY” options available in case weather prohibits outside activities.**

## 2. Budget

- \$150
  - i. Includes Equipment Purchases
  - ii. Material for Games, etc
  - iii. Turn in receipts to District Youth Secretary before Friday of the camp to ensure immediate reimbursement.

# Music Director Guide

## 1. Job Responsibilities

- Must attend Monday Youth Camp Staff Orientation @ 11:00am in Dining Hall 2.
- **Must attend Pre-Service Meeting @ 6:30pm Every Evening.**
- Responsible for all music arrangements for the week including:
  - i. **Choir Practices**
    1. Daily Practice:
      - a. 1:15pm-2:00pm - Monday
      - b. 12:50pm-1:45pm - Tuesday-Friday
    2. Choir will sing 1 walk-up song (could be band only) and 1 song per night
  - ii. **Camper Specials, Dramas**
    1. 1 special or drama per night
  - iii. **Praise Team/Worship Leader**
  - iv. **Service Order for Morning**
    1. Morning Announcements (*5 Minutes*)
    2. Crowd-Breakers (*15 Minutes*)
    3. Camper Praise Band Worship (*10 Minutes*)
    4. Speaker (*15 Minutes*)
  - v. **Service Order for Evening (see schedule for start times)**
    1. Announcements
    2. Praise & Worship/Special (*1 Song*)
    3. Offering
      - a. Drama Piece (*Sr. High*)
      - b. Camper Special (*Jr. High*)
    4. Choir (*1 Walk-Up Song & 1 Choir Song*)
    5. Praise and Worship (*20-30 Minutes*)
    6. Speaker

## 2. Music Director Guidelines

- Songs for services should encourage worship by campers.
- Any special setup request should be submitted one week before the start of the camp to allow us to try and accommodate you the best we can.
- Camp Counselors will be in your practice to help with discipline issues. Feel free to use them if you have any problems with campers.
- There will be a sound person on staff to assist with any sound quality issues. If you have any sound needs please let us know.

# Drama Director Guide

## 1. Job Responsibilities

- Must attend Monday Youth Camp Staff Orientation @ 11:00am in Dining Hall 2.
- **Must attend Pre-Service Meeting @ 6:30pm Every Evening.**
- Responsible for all drama arrangements for the week including:
  - i. **Drama Practices**
    1. Daily Practice:
      - a. 1:15pm-2:00pm - Monday
      - b. 12:50pm-1:45pm - Tuesday-Friday
    2. A Drama Team will perform 1 drama per night.
  - ii. **Service Order for Evening (see schedule for start times)**
    1. Announcements
    2. Praise & Worship/Drama (1 Song or Drama)
    3. Offering
      - a. Drama Piece or Camper Special (Jr. High)
    4. Choir (1 Walk-Up Song & 1 Choir Song)
    5. Praise and Worship (20-30 Minutes)
    6. Speaker

## 2. Drama Director Guidelines

- Drama should include as many campers as possible.
- Recreation time will be available to use for drama practices if necessary.
- Any special setup request should be submitted one week before the start of the camp to allow us to try and accommodate you the best we can.
- Camp Counselors will be in your practice to help with discipline issues. Feel free to use them if you have any problems with campers.
- There will be a sound, lighting, and multi-media person on staff to assist with any sound, lighting or media quality issues. If you have any sound, media or lighting needs please let us know.

# Media Director Guide

## 1. Job Responsibilities

- Must attend Monday Youth Camp Staff Orientation @ 11:00am in Dining Hall 2.
- **Must attend Pre-Service Meeting @ 6:30pm Every Evening.**
- Responsible for all Media Arrangements for the week including:
  - i. **Multi-Media**
    1. Morning & Evening Service Songs & Scriptures
    2. Pre-Service & Post-Service Promotions
    3. Late-Night Multi-Media
      - a. Videos
  - ii. **Lighting**
    1. Oversee & Run Lighting
      - a. Morning & Evening Services
      - b. Late-Night
  - iii. **Sound**
    1. Oversee & Run Sound System
      - a. Morning & Evening Services
      - b. Late-Night

## 2. Media Director Guidelines

- Songs & Videos should be appropriate and in good taste
- No secular songs should be used without prior approval from Youth President/Secretary
- Service slides should include Camp Theme & Branding
- Create a 3-5 Minute Overview Video for Friday Evening Service

## 3. Budget

- \$500
  - i. Includes Rentals, Materials, etc

# Discipleship Director Guide

## 1. Job Responsibilities

- Must attend Monday Youth Camp Staff Orientation @ 11:00am in Dining Hall 2.
- Must attend Daily Camp Staff Meeting @ 8:30am-8:45am in Dining Hall 2.
- Responsible to create Discipleship Elements for Camp
  - i. **Oversee Morning Rally**
    1. Create Service Structure
    2. Emcee Service
  - ii. **Oversee Morning Class Sessions**
    1. Create Curriculum
    2. Communicate Curriculum to Teacher
  - iii. **Oversee Evangelism Class**
    1. Create Curriculum
    2. Select Teachers
    3. Communicate Curriculum to Teachers

## 2. Budget: \$100

# Discipline

# Camper Requirements/Rules (Pg. 1 of 2)

## I. Code of Attitude

- a. Campers are expected to show RESPECT to all camp personnel at all times, and obey their instruction at all times.
- b. Campers are expected to show RESPECT to peers, and their peers personal property.
- c. Campers are expected to show RESPECT to Camp property, including buildings, grounds, equipment, etc.

## II. Code of Action

- a. Campers are required to attend all classes, activities, and services
- b. Campers must eat at least two meals a day
- c. Any intentionally wasted food will result in disciplinary action.
- d. The girl's dorm, hotel and rooms are off limits for the boys and the boy's dorm is off limits to the girls
- e. Campers must follow the camp schedule as it appears on the schedule sheet. Listen for the bells and please be time conscious for all activities.
- f. Campers should be in place at the start of services and remain in the tabernacle until after the DISMISSED sign is placed on the pulpit or the service leader dismisses the service.
- g. No camper is permitted to leave any session, class or service unless it is an emergency, and they must get permission from a Camp Counselor.
- h. No running or playing in the dining hall or tabernacle.
- i. When curfew bell rings go directly to your dorm or room.
- j. When lights are turned off by Camp Counselor it is time to go to sleep.
- k. No camper is permitted to use any Personal Electronic Devices during the camp. Including but not limited to, CD Players, IPOD's, Cell Phones, Radios, etc.
  - i. Any camper seen using a PED, or having it out, will be disciplined accordingly, as well as, the PED will be confiscated for the remainder of the camp.
  - ii. If a camper needs to call their parents, they must get permission from their counselor for every phone call made.
- l. Car Keys are to be given to the Camp Counselor Staff while staying as a registered camper.
- m. Do not leave money or valuables in the dorm. Either keep it with you at all times or check it in at the office for safe keeping.
- n. All lost and found items must be turned in to a Camp Counselor.
- o. Day sessions, classes and activities are for campers ONLY. Visitors are welcome at the Evening Service, but are not permitted to stay for "After Service" activities (Late-Night, Swimming, Consecration Service, etc).
- p. No camper will be permitted to leave the campgrounds except by special permission by the Youth President or Secretary. If a camper leaves without permission, that camper will be immediately expelled from camp.
- q. No public or private display of affection, shall be shown during camp by any camper to any camper, worker or visitor (including kissing, hugging, holding hands, massaging etc).
- r. No fighting or self destructive behavior is permitted.
- s. Any physical or sexual offense should be reported to a Camp Counselor or Staff member.

## Camper Requirements/Rules (Pg. 2 of 2)

### III. Code of Appearance

- a. Young Men
  - i. No beards or mustaches
  - ii. Neat hair cuts which do not hang over the top of the collar
  - iii. Hair should not cover the top of the ear or hang in the eyes
  - iv. No ball uniform pants are to be worn
  - v. No sleeveless shirts are to be worn
  - vi. No shorts are to be worn
  - vii. Loose sweat pants or blue jeans are acceptable.
- b. Young Ladies
  - i. Dresses are to be knee length with at least  $\frac{1}{4}$  sleeves
  - ii. No capped sleeves or low necklines
  - iii. No shorts are to be worn
  - iv. No skirts or dresses with slits above the knee
- c. BOTH
  - i. No shirts with vulgar, distasteful, or suggestive logos are to worn
  - ii. No necklaces, bracelets or earrings are to be worn.

# Discipline Policy

## 1. Discipline Steps

- a. 1<sup>st</sup> Offense – Warning
- b. 2<sup>nd</sup> Offense – 30 minutes of lost Recreation
- c. 3<sup>rd</sup> Offense – 60 minutes of lost Recreation or Appropriate Camp Project
- d. 4<sup>th</sup> Offense – Call Pastor and Parents, camper dismissed without refund of registration

## 2. Special Discipline Instructions for Counselors and Staff

- e. Any occurrence of the destruction of personal or camp property should be disciplined more severely. Two occurrences will be an automatic expulsion from camp.
- f. Proper ways to discipline campers:
  - i. Warning
  - ii. Take Recreation, Swim Time Away
  - iii. Kitchen Duty/Clean-Up
  - iv. Dorm/Hotel Clean-Up
  - v. Tabernacle Clean-Up
  - vi. Grounds Clean-Up
  - vii. Special Work projects (Must be approved by Youth President/Secretary)
  - viii. Sit in Solitude for extended period of time
- g. If after a fair amount of discipline, any consistent problems should be brought to the attention of Youth President/Secretary and parents, and pastors will be called.
- h. If a conflict arises between you and a camper, do not touch them, or drag them, or pick them up. If they will not listen, get the Youth President/Secretary, Presbyter, or Camp Manager.

# Leaving

# Check-Out Procedures

## 1. Campers

- c. Friday Night Check-Out
  - i. Each camper must clean and straighten his/her area before being allowed to leave the campground. All personal belongings must be removed from the dorms/hotel ½ hour after the conclusion.
- d. Early Check-Out
  - i. Prior to Friday night, permission must be obtained from the Youth President/Secretary before a camper may leave the campground. After a camper has obtained permission to leave, the camper is no longer enrolled in camp and is unauthorized to be in the dormitory or on the grounds except to attend the evening service.

## 2. Camp Counselors

- e. Camp Counselors should ensure that the section of the dorm/hotel that they were responsible for is clean and straightened before leaving the campground. All personal belongings must be removed from the dorm/hotel by 11:00pm on Friday.
  - i. \* *Head Camp Counselor is responsible to oversee and make sure their entire dorm/hotel is cleaned out and ready for the next camp.*
- f. No Camp Counselor is permitted to stay overnight in the dorm/hotel on Friday.

## 3. Directors, Nurse, Security, Teachers, Section Leaders and other Ohio Youth Camp Staff

- g. All Staff and Guest staying in the Motel (except for Day & Evening Speakers and Music Director) should make sure their rooms are cleaned out and ready for the next camp by 11:00pm on Friday (Please follow the Clean-Up Check-List provided). Use the cleaning kit that has been provided for you.
- h. Camp Staff should not stay overnight on Friday night, unless they are Day or Evening Speakers, Music Director or Guest **from outside of the Ohio District**. Please see Youth President/Secretary if there is a reason you MUST stay overnight.

## 4. Day & Evening Speakers, Music Director\*, and Drama Director (From Outside the Ohio District)

- i. Your rooms will be cleaned on Saturday.
- j. Please contact Youth President/Secretary with your travel arrangements.

*\* Music Director should insure that the Musicians/Praise Team Room(s) should be cleaned according to the Motel Cleaning Check-List provided.*

# Motel Cleaning Check-List

For Directors, Nurse, Security, Teachers, Ohio Youth Committee, Musicians/Praise Team and other Ohio Youth Camp Staff

\_\_\_ Trash Removed

\_\_\_ Floors Vacuumed

\_\_\_ Showers/Sinks/Toilets Cleaned with Bathroom Cleaner

\_\_\_ Return any items taken from the Kitchen

\_\_\_ All Mirrors Cleaned with Glass Cleaner

\_\_\_ Furniture Put Back if moved

\_\_\_ All personal Items removed

\_\_\_ Remove any Cobwebs and Bugs in Window Sills/Corners

- i. A Cleaning Kit will be provided
- j. See Tom & Kristen Ellis or Rob & Amy Doner for a Vacuum.