

# SENIOR STAFF MANUAL

## Table of Contents

### Page No.

4.....	Welcome
5.....	BLBC Core Purpose, Values, & Mission
6.....	BLBC Statement of Faith
7.....	BLBC Goals & Objectives
8.....	BLBC Vital Information Sheet

### Job Descriptions

9-11 ..	Aquatics Director
12 .....	Lifeguard
13 ..	Lakefront Coordinator
14-15 ..	Hostess
16 ..	Assistant Cook
17-18.....	Housekeeping Assistant
19.....	Bunny Mother
20.....	Handcraft Staff
21.....	Maintenance Staff
22.....	ACE Facilitator
23.....	Program Assistant
24.....	Counselor

### Senior Staff/Counselor Information

25.....	Senior Staff Guidelines
26.....	Counselor's Responsibility for Camper Health
27.....	Positive Behavior Management of a Camper
28.....	Child Protection Law
28.....	Child Protection Law #115
29.....	Camper Check In/Out Procedure
30.....	Camper Leaving Grounds
31.....	Homesickness
32.....	Little Things Count
33.....	Laughing With Integrity
34.....	Devotion Principles
35.....	Soul Winning
36.....	Common Counselor Challenges
37.....	Daily Review
38-40.....	Characteristics of Children

### Other Policies & Information

41-42 .....	Personnel Polices and Practices
43-44.....	Cell Phone procedure
45-46.....	Discrimination and Harassment

47 .....Life-Threatening Disease Procedure  
 48 ..... Universal Precautions Procedure  
 49 ..... Body Fluid Procedure  
 50 .....Special Diet Procedure

**Safety**

51 ..... Tornado or Severe Weather Procedures  
 52 ..... Fire Procedures  
 53 .....Visitors on Grounds During Summer Camps  
 54 .....General Aquatic Procedures  
 55 ..... Missing Camper Procedure  
 56 .....Lost Camper at Waterfront Procedure  
 57 .....Emergency Procedure for Serious Accident  
 58 ..... BLBC Traffic Regulations  
 58 ..... Golf Cart Procedure  
 59 .....Vehicle Accident Procedure  
 60-61 ..... Code of Conduct Agreement

**Appendices**

*Appendix A* ..... *Senior Staff Commitment Statement*  
*Appendix B* ..... *Private Vehicle Authorization Form*  
*Appendix C* ..... *Emotional Styles Inventory*

## WELCOME

Thank you for your interest in the ministry of Bair Lake Bible Camp and your willingness to give of yourself this summer!

In our desire to best serve Christ, the campers, and you, we present this manual to better inform and educate you regarding your time of service. Please do sit down and go over this information. While this will not answer all of your questions, it will greatly benefit you and this ministry. Should you have any questions please contact us at [information@blbc.com](mailto:information@blbc.com) or call 269-244-5193 and your question will be directed to the appropriate staff member.

The success of any camp is partially dependent on the performance of the staff. Take time to pray and strengthen yourself prior to your arrival. From the lowest to highest camper contact position, your role here is very important. You are an answer to our prayers and part of God's provision.

We're excited that you will be a part of the ministry of Bair Lake Bible Camp this summer!

Onward and Upward,

A handwritten signature in black ink, appearing to read 'Bob Tissot', with a stylized flourish at the end.

Bob Tissot  
Executive Director

## CORE PURPOSE, VALUES & MISSION

### Bair Lake Bible Camp's Core Purpose

The organization's most fundamental reason for existence. It is pursued but never reached and would answer the question, "What would be lost if the organization ceased to exist?"

***To fulfill the Great Commission by providing an escape from the daily rigors to a place of excellent people, programs and facilities.***

### Bair Lake Bible Camp's Core Values

1. Uncompromisingly Biblical *1 Timothy 3:16*
  - ◆ True to BLBC's Statement of Faith and openly attests to the Bible's authority
  - ◆ Stresses the importance of both evangelism and discipleship
  - ◆ Required of leaders in the ministry of BLBC
  - ◆ Required to pass down to future generations
  
2. Relationally based *John 13:34-35*
  - ◆ People matter most
  - ◆ Stresses the importance of deeper friendships/relationships
  - ◆ Creates relationships for life
  - ◆ Stresses one on one and small groups as keys to building close relationships
  - ◆ Willingness to confront, challenge, sharpen and guide
  
3. All-Encompassingly Christian *Colossians 3:17*
  - ◆ Nurturing all Christians in their faith
  - ◆ Promoting excellence in everything that we do
  - ◆ Integrity in all that we do
  - ◆ Required in everything that we do, from the "smallest to biggest" jobs

### Bair Lake Bible Camp's Mission

A succinct, well-crafted statement that defines the specific functions and scope of the organization's desired results, and provides a link between the core ideologies/all encompassing vision and issues that are more strategic and identifiable on a day-to-day basis.

***We exist as a launching pad for individuals, impacted by Bair Lake Bible Camp, to make Jesus Christ known in their community, country and world.***

## **STATEMENT OF FAITH**

**We believe** the Bible is the inspired, infallible, authoritative Word of God.

**We believe** that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

**We believe** the Lord Jesus Christ to be both truly God and truly man. We believe in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and in His personal return in power and glory.

**We believe** that every person is fallen, sinful and lost. We firmly maintain that no one is saved by an act of his own will alone. The Holy Spirit affects the new birth and works in the soul of the sinner, convicting him of sin, repentance toward God and faith in our Lord Jesus Christ.

**We believe** in the present ministry of the Holy Spirit, by whose indwelling a Christian is enabled to live a godly life.

**We believe** that the Gospel should be proclaimed to every person on Earth, and that the responsibilities of all who hear the Gospel is to repent of their sins and rebellion against God, to believe on the Lord Jesus Christ and receive justification and the forgiveness of sins.

**We believe** that redemption is wholly by the blood of Christ; that salvation is by grace through faith in our Lord Jesus Christ; and that every true child of God possesses eternal life and will never perish.

**We believe** in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation.

**We believe** that the universal church, a living organism known as the body of Christ, is composed of all true believers of every age since its inception at Pentecost.

**We believe** that Christ is the head of the church and is Himself its Savior.

**We believe** that local churches are composed of believers in any community who assemble in Christ's name.

## **MINISTRY GOALS & OBJECTIVES**

### To Directly Present the Gospel of Jesus Christ

1. To deal with campers as individuals, counseling them personally in the areas of their spiritual need.
2. To provide experienced and qualified individuals to share the claims of Jesus Christ.
3. To provide a setting that promotes opportunities to share the claims of Jesus Christ.

### To See Individuals Built Up, Encouraged and Equipped in Their Faith

1. To help establish good habits in Christian disciplines.
2. To have practical experience in leadership, service, witnessing and application of spiritual truths to daily living.
3. To deal with campers as individuals, counseling them personally in the areas of their spiritual need.
4. To provide a setting that promotes opportunities to grow.

### To Indirectly Present the Gospel of Jesus Christ

1. To display a Christ-like attitude in dealing with people.
2. Provide materials that will open doors to share Christ directly.
3. Provide a setting that promotes opportunities to share the claims of Jesus Christ.
4. Focus on attracting non-Bair Lake Bible Camp sponsored groups from both Christian and secular environments.

## VITAL INFORMATION SHEET

### General Information

- ◆ Established in 1956; incorporated in 1957
- ◆ Nondenominational – evangelical - Founded by the Plymouth Brethren churches in Sturgis, Detroit and Grand Rapids.
- ◆ Owned and administrated by an elected 12-member Board of Trustees (3 yr. terms) who hire an Executive Director to oversee the operation of the ministry.
- ◆ Leadership:
  - Current Executive Director of Bair Lake is Robert Tissot.
  - Experience: 16 years in public education as secondary education teacher, Counselor and Director of Guidance Department., Licensed Counselor. 10 years of volunteer work and in full-time ministry at Bair Lake Bible Camp since 1990.
- ◆ Bair Lake is licensed by the State of Michigan for 180 campers/week during the summer months.
- ◆ Member of Christian Camp and Conference Association. (CCCA)
- ◆ Member of Evangelical Council of Financial Accountability (ECFA)
- ◆ Year-round facility. Open for retreats to all groups who are consistent with our Purpose Statement and Statement of Faith and will adhere to the standards that have been established by the ministry.

### Summer Operation

- ◆ 150 campers per week; Sunday 3 PM-Saturday 12:15 PM; rates are available in our brochure.
- ◆ Ratio of counselor to camper is 1:5 (10 campers and 2 counselors per cabin)
- ◆ The majority of the summer workers are volunteers. Most have a long history with Bair Lake.
- ◆ Senior Staff (college-age) receive a minimum of 30 hours of training in all of the current rules and regulations required by the State of Michigan. They also receive training in all of the areas of work that are performed here throughout the summer.
- ◆ Program Directors – volunteers for each week of camp who have a long history with Bair Lake and the majority are involved in public education in Michigan.
- ◆ Health Officer (HO) – on-site during all of our summer camps. Health Officers meet the requirements as outlined by the State of Michigan.

### Retreat Season

- ◆ Bair Lake sponsors and directs many follow-up retreats including Summer Camp follow-up weekends and Purity & Holiness weekends.
- ◆ There are approximately 280 beds on the grounds available for retreat groups to use during the months of September through May.
- ◆ Bair Lake provides food service for the majority of the retreat groups that use the ministry.
- ◆ One facility (Retreat Center) is available for smaller groups to do their own cooking.
- ◆ Rates are available in retreat brochure

**Job Description****Position:** Aquatics Director**Responsible To:** Program Director (PD)**Qualifications:**

He or she must be no less than 18 years of age and have been certified in Red Cross Lifeguard Training, Standard First-Aid, and CPR for the Professional Rescuer or equivalent certification from an organization with comparable standards. Must be able to effectively administrate all aquatic programs and have experience in the management or supervisory position.

**Responsibilities:*****Spiritual:***

1. Perform duties in such a way that the camp will operate smoothly and effectively with Christ receiving the glory.
  - a) Encourage and lead by Christian example.
  - b) Display a Christ-like willingness to serve the campers and staff.
2. Hold/Organize devotions and prayer time for the aquatic staff daily.
3. Attend staff Bible study on the scheduled evenings unless on duty.

***Specific:***

1. Train the waterfront staff in the specifics of the water safety program.
2. See to the maintenance of all water related facilities and equipment.
3. Make a guard schedule at the beginning of each week.
4. Keep an accurate inventory (pre-camp and post-camp) of all waterfront equipment.
5. Make a written evaluation of all waterfront personnel at the midpoint of the season.
6. Submit an annual report: include evaluation of the program, recommendation for change, and a list of supplies suggested for the coming season.
7. Must be available during all water activities.

***Physical:***

1. Notify Program Director before signing-out and leaving the grounds.
2. Dress Code:
  - a) Staff members are expected to dress modestly and with reason at all times.
  - b) Bathing suits are expected to be modest, conforming to Christian standards.

**Philosophy of Job Descriptions:** Bair Lake Bible Camp seeks to accurately define and outline the expectations of those working in this ministry. The above job description comprises almost all of the duties expected of the person holding the above position. However, for the good of the ministry duties could be added, deleted or altered at a future date. Any changes will be discussed with the employees and the ED (or designate) with sensitivity to all needs being addressed. Job Descriptions will also be reviewed and updated annually.

## **JOB DESCRIPTION**

**Position:** Lifeguard

**Responsible To:** Aquatic Director (AD)

**Qualifications:**

No less than 16 years of age. Certified in Red Cross Lifeguard Training, Standard First Aid, CPR for the Professional Rescuer or equivalent certification with comparable standards.

**Responsibilities:**

***Spiritual***

1. Perform duties in such a way that the camp will operate smoothly and effectively with Christ receiving the glory.
  - a) Encourage and lead by Christian example
  - b) Display a Christ-like willingness to serve the campers and staff.
2. Attend devotions and prayer time for the aquatic staff daily.
3. Attend staff Bible study on scheduled evenings unless on duty.

***Specific***

1. Be able to work and communicate well with other lifeguards on-duty.
2. Follow the work schedule. Punctuality is essential.
3. Always wear a swimsuit and have a lanyard and whistle.
4. Position yourself in one of the guarding locations from which observing is best to readily assist.
5. Screen and instruct campers in procedures at various locations.
6. Assist in the maintenance of the pool, waterfront, and aquatic equipment.
7. Be attentive to responsibilities at all times.

***Physical***

1. Notify the Aquatic Director and/or Program Director before signing-out and leaving grounds.
2. Dress Code:
  - a) Staff members are expected to dress modestly and within reason at all times.
  - b) Swimsuits are expected to be modest, conforming to Christian standards.

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## **JOB DESCRIPTION**

**Position:** Lakefront Coordinator

**Responsible To:** Program Director (PD)

**Qualifications:**

No less than 18 years of age.

**Responsibilities:**

***Spiritual***

1. Perform duties in such a way that the camp will operate smoothly and effectively with Christ receiving the glory.
  - a) Encourage and lead by Christian example
  - b) Display a Christ-like willingness to serve the campers and staff.
2. Attend devotions and prayer time for the aquatic staff daily.
3. Attend staff Bible study on scheduled evenings unless on duty.

***Specific***

1. Be able to work and communicate well with lifeguards on-duty.
2. Follow the work schedule. Punctuality is essential.
3. Coordinate the maintenance of the lakefront equipment, boats and aquatic equipment.
4. Responsible to communicate effectively with Site & Facility Manager re: any damage to boats, docks, boathouse etc...
5. Work closely with the Aquatics Director in maintaining the lakefront area
6. Troubleshoot non-safety lakefront needs that may arise. Communicate effectively with PD on those needs.
7. Coordinate the speedboat driving schedule each week of the summer
8. Be attentive to responsibilities at all times.

***Physical***

1. Notify the Program Director before signing-out and leaving grounds.
2. Dress Code:
  - a) Dress and appearance is to be a credit to Christ, the camp, and to be appropriate for the task at hand.
  - b) Swimsuits are expected to be modest, conforming to Christian standards.

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## JOB DESCRIPTION

Position:                   **Hostess/Host**

Responsible To:       **Food Services Manager (FSM)**

Responsibilities:

***Spiritual:***

1. Perform duties in such a way that the camp will operate smoothly and effectively with Christ receiving the glory.
  - a) Encourage and lead by Christian example.
  - b) Display a Christ-like willingness to serve campers and staff.
2. Hold/Organize the devotions and prayer time for teen kitchen staff daily.
3. Attend the Staff Bible study on the scheduled evenings unless on duty.

***Specific:***

1. Continuous supervision of the kitchen staff in love, having a cheerful and patient, yet firm, attitude.
2. Design rotating schedule of jobs for teen staff.
3. Be in the kitchen at least 45 minutes before each meal.
4. Responsible for final cleaning of kitchen facilities.
5. Check with Head Cook for any added responsibilities.
6. Refer to job sheet for additional required jobs.

***Physical:***

1. Notify the Head Cook for the week before signing-out and leaving the grounds.
2. Dress Code:
  - a) Must wear shoe with closed toes, hair pulled back, or up in ball cap.
  - b) Staff members are expected to dress modestly and with reason at all times.
  - c) Dress and appearance to be a credit to Christ, the camp, and to be appropriate for the task at hand.

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## RESPONSIBILITY LIST FOR HOSTESS/HOST

1. Coordinate/schedule all jobs listed below for dish crew.
2. Check with fsm/head cook for desired table setting.
  - a) condiments to put out
3. Ask FSM/head cook when staff should eat.
4. Before each meal:
  - a. check tables for cleanliness, straighten chairs, napkins etc
  - b. pour drinks, into pitchers, or glasses as directed
  - c. set buffet table with appropriate items
  - d. set dining area
  - e. set up dirty dish area.
5. Assign staff member to watch buffet table, for items running low.
6. Assign staff member to watch salad bar for items needing refilling
7. Assign staff member to watch dirty dish area, moving into dish area. Don't allow to pile up, watch trash cans also.
8. Fill the dishwasher and sinks for dishwashing before the meal.
9. At the end of the meal pass out scrapers and small pail, have clean-up carts ready and in place. Put scrape buckets on floor beside tables. (jr camps only- others as requested)
10. Have staff pick up dishes after serving, but not while director is talking.
11. No staff should snack on food in front of campers.
12. Wash tables with water and disinfectant spray. (don't miss porch!)
13. Dump trash after every meal – clean out trash cans when needed.
14. Assist the cooks in putting food away and cleaning food preparation areas.
15. Wipe down all tables, push in the chairs and pick things up off the floor.
16. Fill napkin dispensers and wipe down salt & peppers dispensers.
17. Clean coffee and hot chocolate table throughout mealtime. Make sure to stock creamers, sugar, etc. Refill hot chocolate, cappuccino and juice machines if needed. Fill cup dispensers.
18. Sweep the floor where the buffet is after each meal and if needed, mop floor
19. Clean stainless steel surfaces with correct spray from laundry room – only polish sinks after supper.
20. Care for kitchen laundry after each meal.
21. Be sure dishwasher is turned off when dishes are done – drain water
22. All staff to stay until the work is done.
23. Schedule the kitchen staff to clean the kitchen bathroom.

## JOB DESCRIPTION

Position: **Assistant Cook (AC)**

Responsible to: **Head Cook (HC)**

Qualifications: Minimum age 18 years.

Responsibilities:

### ***Spiritual***

1. Perform duties in such a way that the camp will operate smoothly and effectively with Christ receiving the glory.
  - a) Encourage and lead by Christian example.
  - b) Display a Christ-like willingness to serve campers and staff.
2. Attend the devotions and prayer time for the Kitchen Staff daily.

### ***Specific***

1. To carry out directives from Head Cook in regard to food preparation, distribution and clean up.
2. Assist in maintaining a clean, sanitary environment for food preparation.
3. Assist in maintaining an orderly stock room, cooler, and freezer.

### ***Physical***

1. Dress Code:
  - a) Staff members are expected to dress modestly and within reason at all times and be appropriate for the task at hand.
  - b) Open-toed shoes are prohibited.
  - c) Hair is to be tied back off the shoulders.
  - d) Rings should not be worn during food preparation.

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Updated 1/04/2012

## JOB DESCRIPTION

Position:                    **Housekeeping Assistant (HA)**

Responsible to:        **Housekeeping Manager (HM)**

Qualifications:        Must be 18 years of age or older.

Responsibilities:

***Spiritual***

1. Perform duties in such a way that the camp will operate smoothly and effectively with Christ receiving the glory.
  - a) Encourage and lead by Christian example
  - b) Display a Christ-like willingness to serve the campers and staff.
2. Hold/Organize the devotions and prayer times for the housekeeping staff.
3. Attend Staff Bible study on scheduled evenings.

***Specific***

1. Continuous supervision of the housekeeping staff in love, having a cheerful and patient yet firm attitude.
2. Train the housekeeping staff in the upkeep of the assigned weekly schedule.
3. Direct the housekeeping staff in following assigned weekly schedule.
4. Keep an inventory of cleaning supplies and report to HC if supplies are needed.
5. Do jobs required on extra job sheet.
6. Fulfill the minimum work requirement of 8 hrs./day.

***Physical***

1. Notify HM before signing-out and leaving the grounds.
2. Dress Code:
  - a) Staff members are expected to dress modestly and within reason at all times.
  - b) Dress and appearance is to be a credit to Christ, the camp, and to be appropriate for the task at hand.

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## RESPONSIBILITY LIST FOR HOUSEKEEPING ASSISTANT

1. Help HM coordinate/lead devotions daily for Housekeeping Staff.
2. Meet with housekeeping crew after first meal of the week to share your expectations and work schedule.
3. Communicate effectively with the Housekeeping Manager (HM) on how to clean the facilities correctly and any difficulties that may arise.
4. Responsible to schedule/staff snack bar afternoons, assist in inventory and general running of shop. To be staffed by day camp staff in pm. Crew to assist in Shirt Shop as needed. (staff parent will assist on weekdays M-F during weeks that we have house running.)
5. Clean the facilities daily with the crew.
6. Inspect the cleaning work that was done by the crew in each building. If needed, have the crew return to redo or finish the job.
7. Have crew work on extra jobs list during the week to fulfill their daily hours of work. (Junior Staff 6 hrs./day, Senior Staff 8 hrs./day).
8. Communicate effectively with the weekly Summer Program Directors regarding changes in schedule for Snack Bar and Shirt Shop. Communicate to day camp staff pm plans. Be flexible.
9. Assist the HM with the inventory and organizing of the supply storage area(s).
10. Work effectively with the Finance Manager on Snack Bar and Shirt Shop monies.
11. This list is not inclusive and may be added to at any time at the discretion of the HM or the PD.

### Extra Job List

1. Clean Costume Shop
2. Clean window sills/wells in all buildings
3. Move furniture and vacuum underneath
4. Empty pop can containers around camp and sort. Coke product cans in bags, Coke product bottles in bags and other miscellaneous brands in another bag.
5. De-cob all buildings/decks/lights around camp.
6. Clean/Disinfect trash baskets in all of the buildings.
7. Wash windows in all buildings.
8. Sweep mini golf/ game areas.
9. Sweep decks
10. water plants

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Updated 1/04/2012

## JOB DESCRIPTION

Position: **Bunny Mother**

Responsible to: **Marketing Director (MD)**

Qualifications: Must be 18 years of age or older.

Responsibilities

:

***Spiritual***

1. Perform duties in such a way that the camp will operate smoothly and effectively with Christ receiving the glory.
  - a) Encourage and lead by Christian example.
  - b) Display a Christ-like willingness to serve campers and staff.
2. Hold/Organize a daily Bible time for the children.

***Specific***

1. Be organized. Have a schedule planned. (See suggested Bunny Camp schedule)
2. Give time and energy to the children. Personal interests are put in the background.
3. In this role you are a "substitute parent" and a spiritual example. Your life is influencing a young life. Remember – actions speak louder than words!
  - a) You are responsible for the physical welfare of the children. Know where the children are at all times.
  - b) Interpret waterfront and other camp safety policies.
  - c) Be alert to the spiritual needs of the children.
4. Do suggested preparation before camp begins. Understand responsibilities of other staff members and cooperate with them.
5. Be responsible for the total behavior of each child. Positive controls rather than negative threats usually result in more wholesome responses.
  - a) Praise good attitudes.
  - b) Suggest special activities for the children as a result of good behavior such as: an exploration hike, a special game etc
  - c) Reference book: A Mother's Manual for Summer Survival
6. Set a time each day to clean the bunny house.
7. Bring books to read to the children during "down" times.
8. Set limits regarding snack bar expenses in accordance with parental wishes.
9. Be alert to refer problems children may have to:
  - a) Parents
    - 1) Behavior
    - 2) Health
  - b) Health Officer
    - 1) Health
    - 2) Child Abuse

***Physical***

1. Notify the bunnies' parents and/or the MD before signing-out and leaving the grounds.
2. Dress Code:
  - Dress and appearance is to be a credit to Christ, the camp, and to be appropriate for the task at hand.

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Position:               **Handcraft Staff**

Responsible to:       **Program Director**

Responsibilities:

***Spiritual***

1. Perform duties in such a way that the camp will operate smoothly and effectively with Christ receiving the glory.
  - a) encourage and lead by Christian example.
  - b) Display a Christ-like willingness to serve campers and staff.
2. Attend the devotions and prayer time for the Handcraft Staff daily.

***Specific***

1. Be alert primarily to the needs of the campers, helping develop their own creative abilities with love, patience and a cheerful, Christ-like attitude.
2. Handcraft helpers may not work on their own projects while craft area is open to campers.
3. Adhere to the rules posted in the Craft Barn.
4. Report to Craft Barn at least 15 minutes before it opens for final preparations.
5. Share responsibility for all aspects of the handcraft work. (Pick something with which you are familiar).
6. Learn location of all craft supplies. Notify supervisor when supplies are low. Be sure all items are marked with prices.
7. Learn procedures for making the different crafts.
8. Keep a careful watch over equipment. Nothing is to be loaned out without permission from the Craft Director.
9. Be cooperative and patient with campers when they ask for help.
10. Daily Procedures:
  - a) Record camper's purchases, cabin number, date, and price from purchase list.
  - b) Before each period ends, help clean up by putting away paints, cleaning off brushes and trays and putting materials away.
11. Encourage campers to finish projects.
12. Help place finishing touches on completed projects.
13. Help clean up at the end of the week. Sweep floors, put down new paper and take inventory.
14. At the end of the summer, list all supplies and inventory of tools.

***Physical***

1. Notify the office before signing-out and leaving the grounds.
2. Dress Code:
 

Dress and appearance is to be a credit to Christ, the camp, and to be appropriate for the task at hand.

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## JOB DESCRIPTION

Position:                **Maintenance Staff**

Responsible to:        **Site Facilities Director (SFD)**

Qualifications:        Minimum age 18 years.

Responsibilities:

### ***Spiritual***

1. Perform duties in such a way that the camp will operate smoothly and effectively with Christ receiving the glory.
  - c) Encourage and lead by Christian example.
  - d) Display a Christ-like willingness to serve campers and staff.
2. Attend the devotions and prayer time for the Maintenance Staff daily.
3. Attend the Staff Bible study on the scheduled evenings.

### ***Specific***

1. Responsible to see that the grounds, buildings, and equipment are maintained in a safe and presentable manner.
2. Responsible for the cleaning and maintenance of the grounds and buildings as directed by the SFD (or designate).
3. Responsible for some on-site supervision of work crews that are working on camp grounds and facilities.
4. Responsible to work out with the SFD (or designate) a schedule of priorities for needed maintenance.
5. Responsible to work out with the SFD (or designate) a list of recommendations for improvements and projects on the grounds and buildings.
6. Responsible to meet with the Maintenance Staff after breakfast each day unless a change is agreed upon between you and the SFM (or designate) and approved by the Program Director (PD).
7. Responsible to work a minimum of 8 hours per day.
8. Responsible to do other duties as assigned by the SFM, SFA, PD (or designate[s]).

### ***Physical***

1. Notify the SFD and/or PD before signing-out and leaving the grounds.
2. Dress Code:
 

Dress and appearance is to be a credit to Christ, the camp, and to be appropriate for the task at hand.

Philosophy of Job Descriptions: Bair Lake Bible Camp seeks to accurately define and outline the expectations of those working in this ministry. The above job description comprises almost all of the duties expected of the person holding the above position. However, for the good of the ministry duties could be added, deleted or altered at a future date. Any changes will be discussed with the employees and the ED (or designate) with sensitivity to all needs being addressed. Job Descriptions will also be reviewed and updated annually.

## JOB DESCRIPTION

Position:                   **ACE Facilitator**

Responsible To:       **Program Director (PD)**

Qualifications:       Must be 18 years of age or older

Responsibilities:

***Spiritual***

1. Perform duties in such a way that the camp will operate smoothly and effectively with Christ receiving the glory.
  - c) Encourage and lead by Christian example
  - d) Display a Christ-like willingness to serve the campers and staff.
2. Attend devotions and prayer time for the ACE staff daily.
3. Attend staff Bible study on scheduled evenings unless on duty.

***Specific***

1. Complete proper training under direction of AM to become facilitator
2. Work within and enforce the safety guidelines for each element of the ACE program
3. Demonstrate strong small group leadership skills and understand the unique elements involved with group dynamics
4. Responsible for set-up and take down of all ACE equipment used for each day
5. Assist AM in the upkeep of the ACE course each week

***Physical***

1. Notify the ACE Manager and/or Program Director before signing-out and leaving grounds.
2. Dress Code:
  - Dress and appearance is to be a credit to Christ, the camp, and to be appropriate for the task at hand.

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## JOB DESCRIPTION

Position:                   **Program Assistant**

Responsible to:       **Summer Program Director (SPD)**

Qualifications:       Minimum age of 18. Must have had at least one experience with assisting SPD's for a week of summer camp. Involvement at camp should have included some leadership roles. A person who, by character and training, is approachable by young people.

Responsibilities:

### ***Spiritual***

1. Perform duties in such a way that the camp will operate smoothly and effectively with Christ receiving the glory.
2. Encourage and lead by Christian example.
3. Display a Christ-like willingness to serve campers and staff.

### ***Specific***

1. Responsible for posting the individual camp's sign at the main entrance before the campers arrive for registration.
2. Is present at each counselor meeting to record prayer requests and praise items for the staff. **This list must be in circulation by breakfast to Senior Staff and adult volunteers only.**
3. During counselor meetings, inform SPD's and/or counselors of any information regarding grounds, aquatics, or staff relevant to the week's events.
4. Assist SPD's in preparing activities.
5. Unlock appropriate cabinets for the Archery and BB Gun ranges; check to make sure they are locked when the activity is finished.
6. Supervise a program work crew as provided by BLBC.
7. Retrieve and return all program materials each evening.
8. Responsible to do other duties as assigned by the SPD's and/or Program Director (PD) (or designate).

### ***Physical***

1. Notify SPD and/or PD before signing-out and leaving the grounds.
2. Dress and appearance to be a credit to Christ and the camp and to be appropriate for the task at hand.

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## JOB DESCRIPTION

Position:

**Counselor**

Responsible to:

**Summer Program Director (SPD)**

Qualifications:

Minimum age of 18. Involvement at camp should have included some leadership roles. A person who, by character and training, is approachable by young people.

Responsibilities:

***Spiritual***

1. Perform duties in such a way that the camp will operate smoothly and effectively with Christ receiving the glory.
2. Encourage and lead by Christian example.
3. Display a Christ-like willingness to serve campers and staff.

***Specific:***

1. Arrive to camp before campers and leave after campers.
2. Give his/her time and energy to the campers. Personal interests must be put in the background.
3. Serve as a cabin counselor. In this role you are a “substitute parent” and a spiritual example. Your life is influencing a young life. Remember – actions speak louder than words!
  - a) You are responsible for the physical welfare of campers.
  - b) Practice waterfront and other camp safety policies.
  - c) Be alert to spiritual needs of campers. Direct cabin devotions, Bible Study and worship experiences.
  - d) Practice the two-adult rule - While talking with a camper, another adult must be able to clearly see the two of you at any point during your discussion.
4. Do suggested reading and preparation before camp begins. Understand responsibilities of other staff members and cooperate with them. Avoid cliques.
5. Develop close friendships with campers –
  - a) Learn names as soon as possible.
  - b) Plan time to talk individually with campers early in the camp period.
  - c) Follow up with campers after camp is finished.
6. Encourage campers to contribute to the total camp program
  - a) Improve their cabin
  - b) Keep grounds clean
  - c) Protect trees and camp property
  - d) Acknowledge and accept camp rules
  - e) Participate in all camp activities
  - f) Respect other campers' property
7. Follow all camp standards and policies set up for campers
  - a) Sleep/stay in the cabin with the campers each night.
  - b) Observe same aquatic safety policies
  - c) Observe Code of Conduct
  - d) Observe cell phone/electronics policy
8. Attend all camper group meetings and staff meetings unless excused by SPD.
9. Responsible for the total behavior of each camper in cabin group. Positive controls rather than negative threats result in more wholesome responses.
  - a) Praise good attitudes
  - b) Suggest special activities for the cabin group as a result of good behavior i.e. A hike, special game, an evening story, a rowboat journey, etc.
10. Be alert to refer problems campers may have as follows
  - Summer Program Director –
    1. Spiritual Concerns
    2. Child Abuse
    3. Serious attitude/behavior problems
  - Health Officer
    1. Health issues
    2. Child Abuse

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Updated 1/04/2012

## SENIOR STAFF GUIDELINES

### A. General

1. Attend all meals on time unless your duties do not permit you to do so.
2. Weekends:
  - a) Please inform the Program Director [or designate] before you come if there are any special commitments which will require you to leave the grounds during the summer (i.e. weddings, college...).
  - b) All work **must** be finished before you leave for the weekend.
  - c) If you leave BLBC over the weekend be sure to return early for the arrival of the next camp.

**All staff must report back for duty by 11:00 a.m. on Sunday.**

(Counselors, Program Assistants, Bunny Parent / Assistants, Hostess, Kitchen Staff, Maintenance, Housekeeping, Crafts, and Lifeguards.)

*\*PA [or designate] reserves right to change times as needs arise\**

3. Be early for all of your job related commitments during the week.
4. R-rated movies are prohibited.
5. Curfew policy will be enforced throughout the summer.

### B. Sign-Out Policy

1. Notify supervisor before signing-out in case there are other job commitments that need to be fulfilled.
2. Before leaving the grounds, fill-in the sign-out sheet.

### C. Cleaning Schedule

1. Those who are living in the staff quarters for the week will make a schedule for cleaning the lounge area.
2. The girls will decide on a cleaning schedule for their quarters/bathroom/showers.
3. The guys will decide on a cleaning schedule for their quarters/bathroom/showers.

### D. Relationships

1. Make Christ the focus.
2. Set mutual standards ahead of time.
3. Purposely schedule not to be with each other at various times.
4. Maintain a "no physical contact" policy.
5. Males are **not** permitted to enter the females' quarters.
6. Females are **not** permitted to enter the males' quarters.
7. The campers are your priority.

## COUNSELOR'S RESPONSIBILITY FOR CAMPER HEALTH

Have camper report for routine check-ups and daily treatments during Health Officer's hours immediately after meals and before bed. ***Emergencies at any time.***

Ring doorbell outside First-Aid Room and wait until told to enter. If no answer, report to office.

Campers report to the counselor before coming to the Health Officer. Counselor should come with the camper at night.

Watch for bed-wetters. Restrict campers' fluids after supper and send them to the bathroom before going to bed. Don't display bed-wetting; take it to the laundry area and inform housekeeping. Housekeeping will wash and return items to the cabin and the counselor will place them accordingly.

Campers should take soapy shower at least twice a week.

Observe each camper daily (without drawing undue attention to any illness or suspected illness.) Be alert to signs of illness such as:

1. Unusually flushed or pale
2. Change in behavior
3. A normally active child who is passive
4. Complaints of sore throat, ear ache, stomach ache, cough
5. Pain – especially in lower abdomen

Watch for homesickness.

Watch for and try to prevent sunburn.

If a child appears ill, take them to the Health Officer. Have campers report all injuries to the Health Officer.

If a camper receives a severe blow to the head or abdomen, report this to the Health Officer. Vomiting or flushed appearance after a suspected head or abdominal blow should be reported immediately.

In case of serious injury, have the victim lie down and give urgently needed first aid while someone goes for help. In the case of a neck or back injury, **DO NOT** move the camper until seen by the Health Officer.

In the case of severe bleeding, apply direct pressure on the wound.

If the camper is on a special diet or any diet restrictions, counselors will be instructed accordingly so they will be able to help the camper.

Counselors will be notified by the Health Officer, in writing, of any special care for a particular camper.

Rest period should be enforced unless special permission is given.

## **POSITIVE BEHAVIOR MANAGEMENT OF A CAMPER**

A child shall not be deprived of food, isolated, subjected to corporal punishment or abusive physical exercise as a means of punishment either by staff or by another camper. Nor should a camper be banned for the week from an activity area as a means of punishment or behavior management.

If a counselor feels that a stronger means of positive behavior management is in order, he/she will escort the camper to the Program Director (PD). The PD will then discuss the positive behavior management options that will better fit the individual camper's situation and needs. If further discussion and assistance is needed the PD will escort the camper to the Executive Director (ED). The final step will be a discussion with the camper, PD, and Executive Director (ED).

If even stronger means of positive behavior management are needed in order to keep a camper from endangering himself or herself or others, we will use the least amount of restraint for the shortest period of time possible. By definition, "excessive restraint" means restricting movement beyond that which is necessary to assist a camper to regain control or which is necessary to protect the camper from injuring himself, herself or others. Excessive restraint is not allowed or tolerated by BLBC.

A Camper shall not be deprived of food or sleep, shall not be placed alone without staff supervision, observation and interaction or shall not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.

## CHILD PROTECTION LAW

If a counselor or staff member shall see evidence of physical and/or mental abuse of any camper, they shall inform the Program Director and Executive Director (ED) [or designate] who will then notify the proper authorities.

## CHILD PROTECTION LAW PLAN

### Rule # 115

#### **A. Definitions from Michigan State Law:**

**Child** – a person under 18 years of age

**Child Abuse** – harm or threatened harm to a child’s health or welfare by a person responsible for the child’s health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment

**Child Neglect** – harm to a child’s health or welfare by a person responsible for the child’s health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care

**Department** – the state Family Independence Agency

#### **B. Staff Procedures:**

1. Upon arrival of campers the Health Officer shall screen all campers as to their physical condition. Note any bruises, cuts, or markings on the child’s body.
2. The counselors shall watch for any signs of child abuse or neglect.
3. If child abuse is “suspected”, report to Program Director.
4. If camper confides in you of having been abused or neglected, only relate this information to those in authority. **Do NOT tell any camper or other staff member!**
5. Campers’ records and applications shall be kept confidential. No one shall have access to the camp and campers’ files except the Executive Director (ED) [or designate], Program Director, Health Officer, and Office Manager.

#### **C. Reporting Procedures:**

1. ED shall make an oral report within 8 hours.
2. Within 72 hours a written report shall be made to the Family Independence Agency. The written report shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the child’s parents/guardian, or the persons with whom the child resides, the child’s age, and other information which might establish the cause of abuse or neglect and the manner in which it occurred.
3. If camper seems to be injured, medical treatment will be given by nearest medical center or hospital.
4. Reporting is handled through the local county Family Independence Agency. The phone number of Protective Services is (800) 382-4277.

## CAMPER CHECK IN/OUT PROCEDURE

### Check-In

1. All campers must check-in with the Health Officer at the designated area. At this time the parent(s) and/or guardian(s) must turn in a signed Health History Form (Medical Release Form).
2. Pay any remaining balance and put money on a snack bar card at the registration table outside the office. At this time cabin assignments will be received.
3. At the registration table, the person that brings the child to camp must inform us of who will be picking the child up at the end of the week. Have signed permission.
4. Check-in any personal sports equipment at the registration desk. Depending on the equipment, BLBC may store it for the camper. Only the camper's counselor may release the equipment.
5. Greet the cabin counselors, find a bunk in the assigned cabin and settle in.

### Check-Out

1. Campers will be instructed prior to the conclusion of their camping session of the necessity to checkout with a designated staff person.
2. Parents will move to the pre-checkout table to see the Health Officer, pick-up their child's medication and receive a checkout coupon for their child. A picture identification of the person picking the camper up may be required.
3. The camper must check-out with their Senior Counselor after the end-of-the-week Rally.
4. After the Rally, each cabin will come together in the Rally area and the campers will be released at that time.
5. The Senior Counselor will collect the coupons and will release the campers upon receipt of the correct coupon.
6. Any discrepancies will require phone authorization from the check-in parent(s)/guardian(s) via the weekly Program Directors.
7. A log will be kept indicating the camper's time of departure.
8. The log and the coupons will be kept on file for one year with the records of that particular camping session.

The ED (or designate) reserves the right to revise or modify this procedure in the future.

Updated 1/04/2012

## LEAVING GROUNDS FOR CAMP ACTIVITY

\*To be read to all campers before leaving the grounds of BLBC\*

### WHILE ON THE BUS or OTHER VEHICLE:

1. Use all vehicle safety belts.
2. Remain seated (in the seat) at all times.
3. Keep hands and feet inside vehicle.
4. Avoid distracting the driver, keep noise level to a minimum - No radios, yelling...
5. No food or drink allowed
6. Remain seated until the bus has come to a full and complete stop.

### AT LOCATION:

1. **NEVER** leave the group and/or go anywhere by yourself, even to the restroom!
2. When the final destination is reached, everyone is required to report as a whole group to a central location. REMEMBER WHERE THIS LOCATION IS! You will receive any last minute instructions here.
3. If you are planning to leave this central location you must report to your counselor first. Tell them where you are going, with whom, and when you will be back.
4. If you accidentally become separated from the group, immediately report back to the established central location. If unable to find the central location wait by the parked vehicles until a staff member come to find you. If unable to find the parked vehicles locate an area official for assistance.
5. Use your head! You are representing Bair Lake Bible Camp so please act accordingly.
6. Have fun and be safe!

### STAFF RESPONSIBILITIES:

1. An adult staff member must accompany each vehicle carrying 16 or more persons.
2. Count all passengers and check their names from a master list allowing us to know the location of every camper.
3. Maintain order. Keep passengers seated, no hands or arms our the windows, use seat belts, etc.
4. When at location, each counselor is responsible for knowing the whereabouts of each member of their cabin.
5. Upon departure of outing, recount all passengers again making sure all are accounted for before leaving.

◆ The ED (or designate) reserves the right to revise or modify this procedure in the future.

## HOMESICKNESS

This is a perennial problem in Juniors with some carryover to Sixers/MSC and only occasionally in Teen Classic. Here are some guidelines to help you.

1. Don't talk about it. Homesickness is a powerfully suggestive word.
2. If parents bring it up, be positive and assure them of the following:
  - a. Our goal is to help the child overcome the problem
  - b. We will contact the parent privately if the problem emerges
  - c. We will try to involve the camper to take their mind off of it
  - d. We try to make it hard to go home or make contacts in the initial stages
  - e. Their support of us will help the child overcome homesickness
  - f. They are the parents and ultimately we will follow their directives if possible
3. It is a mental/emotional problem. We will try not to make it a physical problem.
4. Be gentle and supportive. They are usually seeking emotional safety.
5. Learn his/her name quickly.
6. Make him/her feel welcome.
7. Do not let him/her get lost in the shuffle.
8. Be caring.
9. Darkness brings homesickness attacks
  - a. Walk with them from chapel.
  - b. Watch bathroom time.
10. Let him/her know what will happen next.
11. Get with your Program Directors quickly.
12. Keep them motivated and thinking about camp. Connect them with other campers.
13. Progress one day at a time.
14. Stall in calling home.
  - a. Tell them that parents want them at camp having a good time.
  - b. Politely refuse to call home.
  - c. Campers cannot call home without permission of the Program Director.
    1. Set an appointment.
    2. Program Directors will support your efforts.
  - d. If a call is necessary, either you call or the Program Director call. **Never let the child talk first.**

## LITTLE THINGS COUNT

1. **Be a Good Example**
2. **Acknowledge the Camp 'Others'**
  - a. Cooks, lifeguards, maintenance, housekeeping, kitchen crew, Health Officer, and others are there to make it good for you and your campers.
  - b. Stay out of places where you don't belong
3. **Start Each Day Positive**
4. **End Each Day Positive**
5. **Practical Jokes**
  - a. Know your age group
  - b. Is it for the camper's benefit?
  - c. Will the camper learn about being a good sport?
  - d. Does it build up or tear down?
  - e. Is it mild?
  - f. It is **never** destructive or painful
6. **Sacrifices Must Be Made**
  - a. **Camp is for the Camper!!**
  - b. Go without—if things run short it should be you
  - c. Be the last in line
  - d. See that kids are participating and having fun
  - e. Should I be doing this?
  - f. Don't dominate the things you do well
  - g. Be a cheerful loser
  - h. Spend time with campers, not friends
  - i. Be attentive to the loner
  - j. "Lord, how can I make this special for my campers?" Make this your daily prayer
7. **Be a "Little Christ" Always**

## LAUGHING WITH INTEGRITY

Laugh in a way that honors Christ and others. Know when laughter is hurtful and when it is helpful.

**Colossians 3:17** “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.”

Nine things about Laughing with Integrity:

1. **Stops when a sense of hurt appears.**
2. **Is willing to receive as well as to give.**
3. **Is willing to say “I’m Sorry.”**
4. **Is sensitive to age groups, special circumstances and personalities.**
5. **Is sensitive to inappropriate suggestive comments.** (Watch innuendoes.)
6. **Practices good sportsmanship.**
7. **It builds up and protects from tearing down others.**
8. **Is it safe?** (Never destructive or painful! Think ahead of time.)
9. **Are there any hidden messages?** (The revenge or “get you” factor.)

## DEVOTION PRINCIPLES

1. **Establish a Goal**
2. **Starting the Devotion**
  - a. Get everyone in and down
  - b. Get everyone involved first (make it easy)
3. **Content**
  - a. Direct, to the point
  - b. Scripture, not an option
  - c. Involve camper
  - d. KISS—Keep It Simple Stupid
  - e. Avoid going beyond their limits
  - f. Don't embarrass them
4. **Have a Marked Closing**
  - a. Summarize
  - b. Be ready for 'further' interest
5. **Pray Specifically**
  - a. Encourage participation but keep prayer short
  - b. Mention campers' name if appropriate
  - c. Protect and prod
  - d. Beware of special prayer requests
  - e. Popcorn prayers
  - f. Avoid requiring participation
  - g. Avoid gossiping, and preaching during prayer
  - h. Let your "AMEN" be final
6. **Use Variety**
  - a. Don't preach (usually)
  - b. Do it yourself (occasionally)
  - c. Let them do it (with controls)
  - d. 'Shoebox' devotions (daring)
  - e. Visual Aids
  - f. No devotion (rarely)

## SOUL WINNING

1. **Find Out About Them**
2. **Personal Testimony**
3. **“May I ask you a question?”**
  - a. If you were to stand before God today and He said, “Why should I let you into MY heaven?” what would you say?
  - b. I John 5:13
4. **GRACE**
  - a. Heaven is a free gift. Romans 6:23
  - b. It is not earned or deserved. Ephesians 2:8,9
5. **MAN**
  - a. Man is a sinner. Romans 3:23
  - b. He cannot save himself. Proverbs 14:12
6. **GOD**
  - a. He is merciful.
  - b. He is just.
7. **CHRIST**
  - a. Who He is. John 1:1,14
  - b. What He did.
8. **FAITH**
  - a. Not intellectual assent.
  - b. Trust Him alone for eternal life. Acts 16:31
9. **Does this make sense to you?**
10. **Would you like to receive the gift of eternal life?**
11. **Let me clarify...**
12. **If that’s really what you want, I can lead in prayer.**
13. **PRAY**
  - a. For him
  - b. With him
  - c. For him for assurance-John 6:47

## COMMON COUNSELOR CHALLENGES

### 1. Meaningful Quiet Time with the Lord

### 2. Exhaustion

- a. Rest prior to coming
- b. Rest during horizontal hour
- c. Sleep at night. Don't use it for socializing time
- d. PRAY for your campers
- e. PRAY for yourselves
- f. See the Program Director or Health Officer if you feel drained

### 3. Rain

- a. Don't complain—Look for an opportunity
- b. Praise the Lord inwardly and outwardly
- c. Come prepared for an indoor, in-cabin activity while others get organized
- d. Listen carefully for special instructions
- e. Watch carefully for frightened or hyper campers
- f. Make the most of it—campers only have six days to remember

### 4. Counselors in “Love”

- a. Single
  1. Campers are your priority
  2. Seek the Lord's help in controlling emotions and feelings
  3. Develop a good friendship first
  4. Purposely schedule not to be with each other, at various times
  5. Plan for moments together in the schedule to be meaningful
  6. Maintain a 'no physical contact' policy
  7. Set mutual standards ahead of time
- b. Married
  1. All of the above except for #6
  2. Show affection (restrained) for your spouse in front of campers
  3. Tell your campers what a Christ-like relationship is like

### 5. Camper/Counselor Crushes

- a. Don't encourage it
- b. Be gentle and kind
- c. Don't show approval

## DAILY REVIEW

ASK YOURSELF THESE 12 QUESTIONS EVERYDAY

1. DID I GIVE MY BEST?
2. WAS I A POSITIVE INFLUENCE ON KIDS' LIVES TODAY?
3. DID I PRAY FOR MY CAMPERS TODAY?
4. DID I PRAY EARNESTLY? FERVENTLY?
5. DID I GET OTHERS TO PRAY?
6. DID I PRAY WITH MY JUNIOR OR CO-COUNSELOR?
7. DID I COUNSEL WITH ANYONE INDIVIDUALLY?
8. DID I SPEND TIME WITH MY CAMPERS?
9. DID I DO IT CHEERFULLY? WILLINGLY?
10. DID I EVER LEAVE THEM ALL ALONE?
11. DID I SPEND TIME TRYING TO CHANGE CAMP OR CAMPERS?
12. DID I DO SOMETHING TO IMPROVE MY SKILL AS A COUNSELOR?

## CHARACTERISTICS OF CHILDREN

### PRIMARY CAMPERS (AGES 6-8)

#### PHYSICALLY-

- Growth relatively slow but steady
- Big muscles developing
- Fatigues easily
- Needs about 11 hours of sleep

#### MENTALLY-

- Thinks in terms of the present
- Has a good imagination
- Is literal minded
- Has great curiosity
- Is beginning to read, print, and write

#### SOCIALLY-

- Talkative
- Enjoys playing with friends
- Plays low organization games
- Likes to be with adults and may copy them

#### EMOTIONALLY-

- May be impatient
- Emotions easily stirred
- May daydream and procrastinate
- Still dependent on adults
- May be bossy

#### SPIRITUALLY-

- Can pray and expect God to answer
- May be ready to accept Jesus Christ
- Wants to be good and please God
- May be curious about heaven and death
- Is learning obedience to God and parents
- Can read his Bible and begin to have his own quiet time

### JUNIOR CAMPERS (AGES 9-11)

#### PHYSICALLY-

- Strong, healthy, active
- Likes the out-of-doors
- Needs 10-10.5 hours of sleep
- Slow growth
- A few girls reach puberty

#### MENTALLY-

- Reads well
- Memorizes well
- Collects things and facts
- Acquires more information than understands
- Great curiosity
- Has reasoning ability
- Often talkative

**JUNIOR CAMPERS (AGES 9-11) Cont.****SOCIALLY-**

- Healthy respect for authority
- Hero worshiping
- Demands justice and fairness
- Likes a gang or club
- May be indifferent or antagonistic to opposite sex
- Enjoys teamwork

**EMOTIONALLY-**

- Dislikes outward display of affection
- Enjoys slapstick humor
- Is developing a value system
- Little control of emotions, but controls are developing

**SPIRITUALLY-**

- Capable of making decision for Christ
- Does not want to show emotion
- Has questions - accept adult answers
- Ideals are being formed
- Concerned for the lost
- Can have quiet time

**MIDDLE SCHOOL CAMPERS (AGES 12-14)****PHYSICALLY-**

- Rapid, uneven growth
- Low endurance
- Puberty - girls develop sooner than boys
- May appear awkward; voice changes

**MENTALLY-**

- Ability to memorize increases (memorization should be meaningful)
- Likes adventure and discovery
- Imagines himself a hero - daydreams
- Thinks he knows everything
- Makes snap judgments

**SOCIALLY-**

- Attracted to the opposite sex
- Belongs to a gang
- Wants to be grown up
- Has "crushes" on favorite adults
- Wants to be independent of adults
- Desires approval of the group
- Hero worshiper
- Desires both solitude and society
- Need recognition, love, patience, and the security of authority

**MIDDLE SCHOOL CAMPERS (AGES 12-14) Cont.****EMOTIONALLY-**

- Emotions fluctuate - hard to control
- Feels misunderstood
- Self-conscious
- Wants to be treated as an adult

**SPIRITUALLY-**

- May doubt miracles, but hopes for miraculous
- Basic beliefs of childhood may break down
- May doubt God's love for him
- Periods of readiness to accept Christ
- Wants to do something for the Lord
- Can begin habits of the Bible study and quiet time

**HIGH SCHOOL CAMPERS (AGES 15-18)****PHYSICALLY-**

- Looks mature
- Keen senses of touch, smell
- Time of experimentation (may try drug, drinking)
- Physical habits forming
- Needs 8.5-9 hours of sleep
- Boys' metabolism rate exceeds that of girls; physical activity reduced for girls

**MENTALLY-**

- Can see relationships
- Remembers ideas better than words
- Idealistic
- Interested in the process of success
- Can form opinions based on reasoning
- Has a long memory span
- Can see another's point of view

**SOCIALLY-**

- Wants to be with the opposite sex, cares about appearance
- Conforms to a group
- Wants social authority
- Rebels against authority
- Interested in fads
- Likes crowds; copies what he thinks is grown-up

**EMOTIONALLY-**

- Wants a thrill
- Emotions intense and fluctuating
- Peer group sets emotional pattern
- May keep feelings to himself
- Influenced by successful, professional people
- Start to develop a philosophy of life

**SPIRITUALLY-**

- May be indifferent to spiritual things
- Beliefs are personal
- May have many doubts

## **PERSONNEL POLICIES AND PRACTICES**

### **"AT WILL" EMPLOYEE**

"I understand that except as otherwise provided by law, that this manual does not create an employment contract by any of its terms and provisions, and that all employment is 'at will' and may be terminated by either Bair Lake Bible Camp or the employee at any time without cause and without notice."

### **PAYMENT OF SALARY AND OTHER REMUNERATION**

Total compensation for the term of employment shall include room and board.

### **DISMISSALS**

Conditions warranting dismissal shall include but not be limited to the following:

1. Insubordination
2. Failure to consider the health and safety of the campers
3. Failure to remain with the campers except for the prearranged free times
4. Failure to fulfill the requirements of the position for which secured

The Executive Director shall be solely responsible for dismissals.

### **HEALTH EXAMINATION**

A Health form should be on file for all employees. Should there be any question of physical fitness on the part of the employee, the camp shall reserve the right to require, at any time during employment, a health examination by a physician or clinic of the camp's choice at the expense of the camp.

### **HOSPITALIZATION/MEDICAL CARE**

Expenses created by injury when the staff member is carrying out the responsibilities of his position shall be covered to the extent of the camp insurance. Expenses created by sickness or injury and illness in all cases is limited to medical coverage carried by the camp. Copies of such coverage are available upon request.

### **INSURANCE**

The camp carries full coverage on all camp activities in which the staff will be involved. Individual coverage is paid by the camp for the accident and illness occurring while in pursuit of duty. Camp insurance policy is secondary to the person's own primary insurance.

### **CRIMINAL BACKGROUND CHECK**

All volunteers must be cleared through a criminal background check. Camp will attempt to complete prior to time of arrival.

## MISCELLANEOUS

While the staff are working together closely to provide a maximum exposure to the outdoors and a Christian lifestyle, each individual is to have personal privacy and respect. The following will help insure that privacy.

1. **Electronics** are not conducive to the outdoor, camp atmosphere. With such close living conditions, it is best that such and similar items are not used at camp.
2. **Cell Phones-** may be used in living quarters, and with discretion in other areas of camp. Cell phones are not to be borrowed by campers. See policy.
3. **Personal effects** are the individual property of the owner and should not become "community resources." Discretion in requesting use of personal effects will keep such difficulties from arising. At no time should any staff member use or "borrow" personal items from campers or other staff members.
4. Staff **visitors** are welcome during non-session days during which the staff member is not on-duty. At no time will visitors be allowed to interfere with any session or group using the camp grounds. Visitors are expected to check in at office and make appropriate remuneration for use of the facilities and for meals.
5. Staff owned **automobiles** are not to be used during the on-duty hours of the owner. The wisdom of allowing other staff members the use of an automobile is questionable and is not encouraged. Transportation of campers is to be cleared with the Executive Director or designate.
6. **If vehicle must be driven**, use Prang St. and do not go through camp.
7. **Dress Code:** Women are asked to have modest tankini or 1 piece bathing suit.  
No spaghetti strapped tops. Kitchen workers must have close-toed shoes.

## CONDUCT

The staff member shall agree that while in the agreed position at the camp he will adjust his personal habits and actions to the customs, policies and ideals of the camp, as such becomes a true believer in Christ. He will conduct himself at all times, both in camp and away from camp, so that he will be a credit to himself, the camp and Christ. He will refrain from places of questionable amusements, and to keep hours and habits that will enable him to remain in excellent physical condition

## STAFF USE OF CAMP EQUIPMENT

The resources shall be available to the staff for use during off-duty periods but only when staff use will not interfere with the program of the camp.

## Cell Phone Procedure

### **Camper policy:**

Cell phones are not allowed on the grounds while camp is in session.

Procedure: Phones will be collected at time of registration and returned on the final day of camp. They will be stored and secured under the supervision of camp personnel.

### Rationale:

1. The danger of them being lost, stolen or broken is great.
2. We are trying to create an environment of 'newness'.
  - a. Campers are encouraged to make new friends
  - b. Try new things such as activities
  - c. In quietness to think on themselves and their decisions
  - d. Take time to 'hear from God'
3. The physical demands of recharging them, caring for them, finding time to communicate with others back home, the volume of incoming calls, and options today's cell phone bring require much energy and effort.
4. They create more, "I'VE GOT TO talk to someone" moments. Creates the question of do I NEED to talk to them or is it more I WANT to talk to them.
5. We work hard at including everyone to be involved, even those who do not want to connect. Some people take time, but by the end of the week are pleased that they stepped out. Cell phones will make that scenario more difficult.
6. Advancement in technology makes a cell phone more than simply a phone. Many phones include:
  - a. Internet access—opens doors for inappropriate material to be brought on grounds.
  - b. Photo Directory of MY PHOTOS. Again, inappropriate material can come to camp.
  - c. Cameras are often part of the system. People are changing in cabins, and bathrooms. The chances for inappropriate pictures to be taken are greater. While we do allow cameras on the grounds they usually are obvious regarding the purposes for which they are being used.
  - d. Music/Video is important to campers. We have attempted to control the choice of what music/videos are used on grounds.
7. Most public gathering places try to control cell phone use.
  - a. Schools
  - b. Entertainment world
  - c. Businesses
  - d. Our challenge is that we happen to be a 24/7 operation.

### **Others Under 18 years old: Junior Staff and Children of Adult Staff**

These groups will adhere to the above procedure with the following exceptions:

Junior Staff will be monitored (collected, stored and returned) by Staff House parents.

Children of Adult Staff will be monitored by their individual parent.

**Adult Staff:** Cell phones are allowed on the grounds while camp is in session for those 18 and older.

Note: a Senior Staff who is 17 is considered an adult staff

**However:**

They are to be used with discretion

- a. Use is not permitted in the area of campers whether inside or outside
- b. Used for needs and not for casual purposes.
- c. Used as phone and not for recreational purposes.
- d. It cannot interfere with role in working with campers.
- e. Used with the knowledge and approval of supervisor.

**Rationale:**

1. They are adults who often give up a week of vacation time to come as a volunteer.
2. Often they have family (spouses or children) at home that requires contact.
3. Some must carry out business duties while at camp.
4. Inappropriate or excessive use of phone will be addressed by supervisor who will determine the best course of action.
5. Misuse of the intent of this procedure can lead to the confiscation of cell phone while on grounds.
6. The use of a cell phone is often a more efficient use of time for permanent staff members who must carry out specific duties.
7. All 'adults' are being asked to practice wise discretion and model good behavior for campers and younger staff.

## Discrimination and Harassment

### **Our Commitment to Equal Employment Opportunity**

Bair Lake Bible Camp is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. All employment decisions at Camp including those relating to hiring, promotion, transfers, benefits, compensation, placement, and termination—will be made without discrimination.

Any employee or applicant who believes that he or she has been discriminated against in violation of this policy should immediately file a complaint as explained in our Complaint Policy. We encourage you to come forward if you have suffered or witnessed what you believe to be discrimination—we cannot solve the problem until you let us know about it. Camp will not retaliate, or allow retaliation, against any employee or applicant who complains of discrimination, assists in an investigation of possible discrimination, or files an administrative charge or lawsuit alleging discrimination.

Managers are required to report any discriminatory conduct or incidents, as described in our Complaint Policy.

Camp will not tolerate discrimination against any employee or applicant. We will take immediate and appropriate disciplinary action against any employee who violates this policy.

### **18:2 Harassment Will Not Be Tolerated**

As a Christian organization that is governed by the mandates and values of Scripture, Bair Lake Bible Camp is committed to providing a work environment that is free of discrimination and unlawful harassment, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. In particular, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

#### Two Types of Sexual Harassment

The courts have rules that two types of sexual harassment exist:

1. Quid pro harassment situations in which “tangible job benefits” are granted or withheld based on an employee's receptiveness to unwelcome requests or conduct. Examples include, but are not limited to:

- \* continued success and advancement being made dependent on agreement to sexual advances.
- \* discharge, assignment of more onerous work, demotion or transfer for rebuffing sexual advances.
- \* refusal to hire one who will not acquiesce to sexual advances.
- \* failure to promote for not meeting sexual stereotypical expectations.

2. Hostile work environment harassment involves a pervasive atmosphere of unwelcome working conditions or severe discrimination on the basis of sex that unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. A hostile work environment is one that forces a man or woman to run a gauntlet of sexual abuse in return for the privilege of being allowed work of making a living. Even in the absence of specific targeted conduct, a sexually hostile environment may exist in the workplace when promotions and other job benefits are based on sexual favoritism or when management condones sexually offensive language or visual display. Examples include, but are not limited to:

- \* use of derogatory, obscene, or insulting language relating to women
- \* obscene sexual jokes
- \* sexually offensive remarks, pranks, and ridicule
- \* offensive touching
- \* unwelcome sexual or romantic propositions
- \* kissing or attempting to kiss employees
- \* non-sexual harassment directed only at one's sex even if lacking sexually explicit conduct.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact Bair Lake Bible Camp's Executive Director. Employees can raise concerns and may make reports without fear of reprisal. Bair Lake Bible Camp will make a determination of the legality of a particular action based on the facts, on a case by case basis, after seeking counsel from our law firm.

Complaints will be investigated quickly. Those who are found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination.

## LIFE-THREATENING DISEASE PROCEDURE

Purpose: To establish a concise, functional policy on life-threatening diseases including AIDS and the HIV Virus.

The current findings indicate that AIDS and the HIV antibodies are **not** spread by casual contact. This policy is written under the assumption that AIDS and the HIV Virus or any other life threatening disease being considered is **not** spread by casual contact.\*\*

Bair Lake Bible Camp does not discriminate against those persons having life-threatening diseases including AIDS or HIV positive tests. BLBC will make sincere and genuine efforts to provide reasonable accommodations for the camper(s).

1. Should a camper's Health History Form (HHF) indicate AIDS or a positive HIV test, or any other life-threatening disease not spread by casual contact:
  - a) The camper will be allowed to attend camp and participate in approved activities as long as his/her health permits.
  - b) The treating doctor of the camper must submit a report, in writing, as to the child's ability to participate in the daily camp activities.
  - c) Confidentiality ACT 488 Public ACT 1988 which states, "All reports, records and data pertaining to testing, care, treatment, reporting and research associated with serious communicable diseases and infections of the HIV virus, AIDS and AIDS related complex are confidential."
2. Should a HHF not indicate AIDS or a positive HIV test, or any other life-threatening disease and information surfaces to indicate that AIDS or HIV positive tests or any other life-threatening disease exists, the camper will not be allowed in camp until **Step (b)** above, is fully carried out. If such information becomes available while the camper is at camp, they will be sent home in a reasonable and courteous manner.
3. Failure of the family and/or physician to provide the required information results in the forfeiture of the camper's camping privileges at BLBC until said information is made available.

\*\* Should future research indicate that AIDS is spread by casual contact this policy statement is void.

## UNIVERSAL PRECAUTIONS PROCEDURE

The concept of “Universal Precautions” stresses that ALL body fluid should be assumed to be infected with HBV/HIV or other blood-borne pathogens. Staff members should treat anything that could be contaminated with body fluids in the appropriate manner, explained below, in order to reduce the risk of exposure to blood or body fluids.

### Work Practices (Practices used to reduce the risk of exposure)

- A) When clean-up need is made known to a counselor/staff member, that person should proceed in a calm and supportive manner.
- B) Isolate the area as much as possible. Don't embarrass or humiliate the individual.
- C) Notify the Housekeeping Manager, Health Officer, or Program Director if help is needed.
- D) Secure a Universal Precautions Kit (disposable gloves, paper towels, liquid soap, gauze pads, Band-Aids, and sanitary absorbent material (optional)), bucket, mops and disinfectant as needed. These Kits are available at the main bathhouse storage area, Farmhouse, Health Center, or Lakeview Lodge.
- E) Hands will be washed after the removal of single use latex gloves – immediately or as soon as possible after contact with blood or body fluids.
- F) All personal protective clothing will be removed immediately and placed in a designated container for disposal.
- G) All procedures involving blood or other potentially infectious materials will be performed in such a manner as to minimize splashing or spraying.

### Personal Protective Equipment

- A) Staff will be familiar with situation likely to result in contact with blood or body fluids. (For example: Enuresis, emesis, cuts, abrasions, etc.)
- B) Single use latex gloves will be replaced if torn or punctured or when barrier integrity has been compromised.
- C) Single use latex gloves will be worn when the potential exists for contact with blood, body fluids, mucus membranes, non-intact skin or surfaces contaminated with blood or other infectious material.
- D) To minimize the need for direct mouth-to-mouth resuscitation, pocket masks will be available in areas where the need for resuscitation is likely.

### Environmental Practices

- A) All work surfaces will be de-contaminated with an appropriate disinfectant after completion of procedure. Disinfectants containing bleach are the solution of choice.
- B) Equipment, which may become contaminated with blood or other potentially infectious material, will be checked routinely and de-contaminated or disposed of as necessary.
- C) All receptacles used to store or discard contaminated equipment or supplies will be inspected, cleaned and disinfected on a regularly scheduled basis and immediately when visibly soiled.
- D) Linen that is soiled with blood or other potentially infectious material will be handled as little as possible. Contaminated linen will be bagged at the location where it was used. Contaminated linen will be placed in a leak-proof bag for transport to laundry. If outside of bag becomes torn or contaminated, a second leak-proof bag will be placed over the first to contain the soiled linen.

## **BLOOD/BODY FLUID PROCEDURE**

Blood/body fluid clean-up materials will be readily accessible to any employee identified at risk for occupational exposure to blood-borne pathogens and may be faced with a situation that would involve responding to aid an individual that involves blood or the clean-up of a blood/body fluid incident. These materials will be packaged in a readily accessible container.

### **Blood/body fluid response kit materials include:**

- Disposable latex gloves – 2 pair
- Disposable paper towels
- Sanitary absorbent material (Optional)
- Plastic bags with seals – 2
- Liquid soap or alcohol towelettes
- Gauze pads –5
- Band-Aids – assorted sizes

### **Instructions for use:**

1. Clean up of blood/body fluid spills will be referred to appropriate personnel; keep campers/staff away from the incident area.
2. Wear disposable gloves before handling blood/body fluids.
3. Provide first aid treatment if necessary.
4. Clean the area. Soak up spilled blood/body fluid with disposable towels or sanitary absorbent material if possible.
5. Vigorously clean with soap and water. If a mop is used soak mop head in disinfectant after use (preferably bleach-based solution).
6. Disinfect with EPA – approved disinfectant.
7. Place all soiled materials in a plastic bag and seal shut, then place in trash barrel or bin.
8. Any clothing or towels that might be soiled need to be placed in a plastic bag and transported to the Lakeview Inn Laundry. Notify the Program Director for the week.
9. Remove gloves, turning inside out during removal, and place in plastic bag of soiled materials. Avoid touching skin with soiled gloves. Seal and dispose of plastic bag properly.
10. Wash hands thoroughly with soap and water using hand-washing procedures.

## **SPECIAL DIET PROCEDURE**

In the event that a camper or staff member requests a special diet, a Physician's dietary restriction must be noted on the individual's Health History Form. The Health Officer will notify the Food Services Manager of any special dietary needs. This will enable the FSM to plan for the camper's or staff member's special needs. The FSM, or his/her designate, will be responsible for the meals and any food brought specifically to be used.

If the diet is not physician restricted and is a personal preference, the BLBC staff may try to accommodate, but will not be obligated to prepare special meals.

The ED (or designate) reserves the right to revise or modify this policy in the future.

## **TORNADO OR SEVERE WEATHER PROCEDURE**

IN THE EVENT OF A TORNADO OR SEVERE WEATHER, THE OFFICE PERSONNEL WILL BEGIN TO RING THE ALARM BELL CONTINUOUSLY AND/OR MAKE AN ANNOUNCEMENT OVER THE P.A. OR INTERCOM. UPON HEARING EITHER THE ANNOUNCEMENT OR THE BELL, CAMPERS AND STAFF ARE TO REPORT TO THE FOLLOWING AREAS:

1. **Bair's Cove** - Lakeview Lodge Basement
2. **Cabins 1-12** - Lakeview Lodge Basement  
**Counselors:** If enough warning time is received, we will announce and move all campers to their respective cabins first, then to the shelter area.
3. **Craft Barn** - Lakeview Lodge Basement
4. **Farmhouse** - Lakeview Lodge Basement
5. **Lakeview Inn & Lodge** - Lakeview Lodge Basement
6. **Maintenance Building** - Lakeview Lodge Basement
7. **Office/Health Center** - Office Basement
8. **PAC** - Lakeview Lodge Basement
9. **Retreat Center** - Sunrise Lodge Basement
10. **Sunrise Lodge** - Sunrise Lodge Basement
11. **Snack Shop** - Sunrise Lodge Basement

\* The Executive Director or Camp Director reserves the right to revise or modify this procedure in the future.

## **FIRE PROCEDURES**

In the event of a fire or the sounding of a fire alarm, the counselor will quickly and orderly have his campers move out of the cabins to the area beside the swimming pool.

If the fire is in the Lakeview Lodge or Chapel, the counselor will assist the campers in making an orderly exit and then account for all his/her campers. All campers/staffers will assemble across the road, in the field area between the Craft Barn and the Lakeview Lodge.

**The counselor's first responsibility is to account for each of his or her campers and not to fight the fire. The counselor will keep his/her cabin together and to keep them away from the area of the fire.**

Once his/her campers are safe and accounted for, he/she should notify the office or nearest person in charge.

A fire procedure orientation will be conducted within the first 48 hours of each week of camp.

\* The ED (or designate) reserves the right to revise or modify this policy in the future.

## VISITORS ON GROUNDS DURING SUMMER CAMPS

1. All visitors are asked to report to the Welcome Center (office) upon arrival. They will be asked to sign-in on the sign-in sheet at the front secretary's desk.
2. The sign-in sheet will ask the visitor to state their name, address, and reason for being on the grounds, who they are visiting, time of arrival and estimated time they will be leaving.
3. Visitors will be asked to wear a visitor's nametag at all times while on the grounds, which clearly identifies they are a visitor.
4. If a visitor is on camp without a nametag staff members are asked to approach them and escort them to the office to attain a nametag.
5. If the visitor(s) look suspicious or you feel concerned for the campers or your safety **DO NOT** approach the person(s). Immediately report to the office and contact the ED [or designate] who will assess the situation.
6. The SPD, PD or the ED will be notified and will escort those who are on the grounds to see campers.
7. Visitors who are on the grounds to see campers will need to be cleared through the office as people who are allowed to have contact with that camper.
8. The ED [or designate] will contact the appropriate authorities immediately if the visitor is attempting to have contact with a child whom they are not allowed contact.
9. All visitors will need to sign-out upon their leaving camp.

\* The ED [or designate] reserves the right to revise or modify this procedure in the future.

## GENERAL AQUATIC PROCEDURES

### Pool Safety

1. Camper use of the pool is restricted to times when a designated Certified lifeguard is present.
2. The lifeguard will evaluate every campers' swimming ability on the opening day of camp by conducting swimming tests.
3. Any camper unable to pass the opening day swim test will be instructed not to move into the deep end of the pool and must be accompanied by an adult while in a boat at the lakefront. The non-swimmers for a week of camp will have a designated color of string that they must wear throughout the entire week.
4. Any camper failing the initial swim test may be tested again at another time if he/she desires.
5. Every camper/staff member is required to follow the rules posted inside the pool area.
6. Nighttime swimming will only be conducted when proper illumination is available and weather permits.
7. At no time will a swimmer be subjected to any unnecessary risk.

### Lakefront Safety

1. Use of the lakefront is limited to times when a designated certified lifeguard is present.
2. No swimming is allowed at the lakefront.
3. Running is not allowed on the docks.
4. Lifejackets will be worn by all persons riding in boats and all persons tubing and/or water skiing.
5. Every camper/staff member is required to follow the rules posted at the Lakefront.
6. **Nighttime use of the lakefront is strictly prohibited**, unless approved by ED.
7. At no time will a person be subjected to any unnecessary risk.

\* The ED (or designate) reserves the right to revise or modify this policy in the future.

## MISSING CAMPER PROCEDURE

1. It is extremely important for counselors know where their campers are at all times. They should run constant checks on campers and to be aware of an emotional state that would cause a camper to leave camp. Counselors will make the following checks:
  - A. At meal time
  - B. At cabin devotion time
  - C. At flag raising
  - D. At flag lowering
  - E. At Chapel time
  - F. At horizontal hour
  - G. At snack times
  - H. At group activities
2. If a camper is not present at one of the checkpoints the counselor will notify the PD and look for the camper in the last known location(s).
3. **After the initial search, any missing campers are to be reported to the Program Director first and then the office immediately.**
4. As soon as it is learned that a camper is missing, search teams (preferably of waterfront personnel) will be sent to the pool and the lake.
5. Next, an emergency staff meeting is called. All staffers are given the best available description of the missing camper(s).
  - a. Age and Name
  - b. Hometown
  - c. Physical Description
  - d. Mental or Physical disabilities
6. If general direction and means of transportation is known, emergency vehicles and all available cars and drivers are put into action, each supplied with the information mentioned in Step 2. A specific area to be covered is given to each car and after that area is completely covered, the cars are to immediately report their findings to the camp office by phone, radio, walkie-talkie, or in person. These findings, if significant, will be related to other cars and they will have their area reassigned accordingly.
7. A selection of reliable volunteers, either campers, or staff, who have a fair knowledge of the camp grounds and surrounding area, will begin a ground search. The camp buildings, every one, no matter how insignificant, will be searched first. All common camp-used areas will be searched and then the foot-searching crew will proceed to search the remote areas of the grounds after reporting back to the camp office for further information. The foot-search crew will then be supplied with all available communication devices and instructed to report any information immediately to the office base station where it will be redistributed.
8. A notebook will be kept recording the circumstances and nature of the missing camper situation and the information concerning the following:
  - a. Vehicles being used and occupants
  - b. Foot Searchers
  - c. Whereabouts of all searchers and area given them to search
  - d. Time and content of each report. Reports of significance to be recorded in a different, noticeable, way.

If reports continue to come in with no positive results, the Cass County Sheriff Department and the State Police in White Pigeon will be notified of the situation. The Cass County Sheriff is to be called first. State Police to be notified only in an extreme situation. They will then direct the search after being given the notebook and any other pertinent information.

## PROCEDURE FOR LOST CAMPER AT WATERFRONT

1. Three blasts on the horn will be sounded and all staff in the area of the waterfront will report there immediately.
2. The office will be notified as quickly as possible of the situation and the following procedure will be followed:
  - a. The tag board will indicate if the camper is in a boat, canoe, sailboat, or was fishing from shore. If he was an on-shore camper there is the possibility he could have fallen in the lake from a dock. If this possibility is indicated by the tag board, an immediate search of the water will be made in the vicinity of the docks by the on-shore guard, and all other staff on shore.
  - b. All boats available shall search the shoreline looking for the missing boat and/or campers. The power boats shall be used for searching the distant shores and directing the search from the water.
  - c. When the missing boat is located, its' location will be reported to the beach and the office. Staff personnel in the area of the boat will begin an immediate search of the water near the boat. In the event the camper would be underwater, this search must be immediate and thorough.
  - d. The search crew on land will be directed from the office to search the area on shore near the missing boat.

## EMERGENCY PROCEDURE FOR SERIOUS ACCIDENT

Contact Health Officer immediately.

The Health Officer will determine the nature and seriousness of the injury and administer first aid as indicated.

For injuries requiring treatment necessitating the services of a physician, the Health Officer will contact the Program Director for that week.

Health Officer will delegate or perform the following tasks as needed:

- A. Contact Physicians, or Urgent Health Care in Three Rivers, MI
- B. Contact Ambulance – **911**
- C. Contact Three Rivers Area Hospital Emergency Room – **278-1145**
- D. Contact parents or family of injured person.
- E. Prepare insurance papers (in First-Aid Room) to accompany patient to physician, as well as camper's medical record.

If transportation from camp property is necessary, the Health Officer will designate an adult supervisor who will remain with the patient until the patient is under the direct services of a health care professional or hospital emergency room personnel. The Health Officer should remain at camp.

In case of extreme emergency, the ED should be consulted.

## TRAFFIC REGULATIONS

All traffic regulations in effect at Bair Lake Bible Camp are designed for the protection of campers and staff. The regulations are as follows:

1. Speed limit in all areas of camp is never to exceed 10mph.
2. All traffic other than maintenance and emergency vehicles is to be routed around camp - **NOT THROUGH.**
3. Staff and campers' personal vehicles are not allowed to be driven on the grounds.
4. Delivery trucks must use Prang Street and enter via 2<sup>nd</sup> Drive. No delivery trucks are allowed to drive through camp grounds unless permission is obtained from the Executive Director (ED) or designate.
5. Maintenance vehicles are allowed to be driven through camp for working purposes only. Drivers must be 18+ and cleared through Departmental Heads.
6. Staff and any campers with cars must park the Pineview Adventure Center lot (west end), or at the Office. Senior Staff should park in their designated area.
7. Campers and staff are not allowed to travel in or on vehicles not designed for passengers. There must be an attached seat for every passenger.

The ED (or designate) reserves the right to revise or modify this procedure in the future.

## GOLF CART PROCEDURE

1. During BLBC sponsored camps there will be one cart designated for the Summer Program Directors and one for Housekeeping.
2. The golf carts are not to be used by anyone under the age of 18 unless special permission is given by a permanent staff member or a Summer Program Director.
3. There are to be no more than two people on a golf cart at a time. Exceptions can be made by a permanent staff member or Summer Program Director only.
4. Permanent staff members, Summer Program Directors, and Health Officer are the only people that should have a golf cart key in their possession.
5. Please use caution when driving the golf carts to avoid any accidents that might occur. "Joyrides" are prohibited.
6. Any damage that occurs outside of this procedure will be evaluated by the S&F Director and, as necessary, repair costs will then be charged to parties involved.

The ED (or designate) reserves the right to revise or modify this procedure in the future.

## VEHICLE ACCIDENT PROCEDURE

Anytime all campers are transported off the grounds the Health Officer for that week of camp or other qualified persons must accompany them. It is their responsibility to bring along all health information and emergency release forms for each passenger.

In case of accident, the following procedure would be followed:

1. The Health Officer or qualified designate and one adult must remain at accident scene at all times.
  2. Determine the nature and seriousness of each injury.
  3. When emergency treatment is needed, send two others for help (2 adults; 1 adult & 1 camper; or 2 campers respectively). Call 911 and ask for emergency help.
  4. The additional adult is to supervise the uninjured, keeping them at least 15 yards away from the road if possible.
  5. Identify witnesses and obtain appropriate accident or emergency information.
  6. Once injured are transported for medical treatment, notify BLBC for assistance in transporting uninjured.
  7. Upon returning to the camp grounds fill out appropriate accident forms and contact parent or guardian.
- All insurance information will remain on file at BLBC

## **Bair Lake Bible Camp Code of Conduct Agreement**

For all Permanent, Part time, Senior and Junior Staff, and Volunteers.

As a member of the Bair Lake Bible Camp team, staff or volunteer, you will have an incredible opportunity to be used by God to impact the lives of many. With this opportunity comes great responsibility to present yourself in a manner that any parent would want their child to emulate. This Code of Conduct is designed to help you make decisions in the way that you represent yourself. They equally apply to all staff and volunteers.

### Clothing:

At Bair Lake Bible Camp, inappropriate dress is not acceptable. Everyone is expected to dress modestly at all times. It is understood that this means different things to different people. Therefore, we have to define what is not appropriate as best we can.

Inappropriate clothing includes:

1. Clothing that shows any of the midriff area (including swim suits for females).
2. Clothing worn in such a way as to expose any under garments.
3. Shorts or skirts that are shorter than the fingertips when standing upright with arms at the side.
4. Low cut shirts.
5. Shirts with spaghetti straps.
6. Halter tops.
7. Clothing with any sort of graphics or writing that is suggestive, demeaning, or otherwise inappropriate as determined by Directors.
8. Others as determined by Directors.

\*Dress must be taken into account in the seated position as well as when one is standing.

\*Decisions regarding clothing will be at the discretion of the Directors.

### Male/Female relationships:

1 Timothy 5:1-5 says, "...Treat younger men as brothers, ... and younger women as sisters." This should be the priority. Dating relationships should never become the focus of your purpose for being at Bair Lake Bible Camp. We are aware that sometimes, there are relationships that form or that already exist. This is expected, but remains an area of concern. Those in a dating type of relationship must refrain from any undue attention to each other. It is never appropriate for members of the opposite sex to be alone together, whether in a dating relationship or not.

### General rules:

1. The use of any form of tobacco product, controlled substance, illegal substance or alcoholic beverage is prohibited on the grounds.
2. Scheduled times, including curfew and wakeup for Jr. Staffers, must be followed.
3. Those under the age of 18 must not leave the camp premises without adult supervision and permission from the Director.
4. Campers are not allowed to have cell phones or other technology, so cell phone and other technology use must be controlled. This will be different based upon whether you are in a cabin, the farmhouse, the RTC, or elsewhere. Please check with supervisors as to the appropriate use of cell phones and technology.

5. Sexual harassment is never permitted. Any unwelcome sexual advance or conduct including lewd remarks, touches, or request for sexual favors that have the effect of intimidating individuals or disrupting the camp environment will not be tolerated.
6. Weapons or dangerous instruments to be used as a weapon are not allowed.
7. All local, state, and federal laws must be followed.
8. For those in common sleeping areas, they must be responsible for keeping their quarters and personal things labeled, clean, and neat.
9. Littering is not allowed and picking up other's litter is expected.
10. Gambling in any form is prohibited.
11. The possession and detonation of fireworks are prohibited.
12. Everyone must demonstrate respect for camp property and be personally responsible for any loss, breakage, or vandalism of property as a result of their actions.
13. All safety rules and instructions of all supervisors and directors must be followed.
14. Theft of any kind is prohibited.
15. Profanity, inappropriate joking, and sharing of intimate details of one's personal life in the presence of campers or other staff is prohibited.

**SENIOR STAFF COMMITMENT STATEMENT**

After careful thought and reflection, I declare again that:

1. I wholeheartedly support the mission, purpose, and major goals of Bair Lake Bible Camp.
2. I anticipate no difficulties in meeting the time commitments of being a Senior Staffer and understand fully that the campers come first in my daily activities.
3. I have read, understood, and will adhere to the policies set up for the Senior Staff.
4. I will use my talents and gifts to serve the campers, staff, and visitors to the best of my ability while representing Christ to those around me.
5. I will diligently strive to reach the goals which I have set for the summer; while also encouraging and helping other Senior Staff members accomplish their own goals in any way possible.
6. I will work to be an active Senior Staff member by looking for and seizing opportunities in meeting known needs.

SIGNATURE: \_\_\_\_\_

SUPPORTER: \_\_\_\_\_

DATE: \_\_\_\_\_

**PRIVATE VEHICLE AUTHORIZATION FORM**

I hereby give Bair Lake Bible Camp the authorization to use my vehicle in the transportation of campers.

Vehicle description:

Make\_\_\_\_\_

Model\_\_\_\_\_

Year\_\_\_\_\_

Color\_\_\_\_\_

License #\_\_\_\_\_

State\_\_\_\_\_

Owner Signature\_\_\_\_\_

Date\_\_\_\_\_

**EMOTIONAL STYLES INVENTORY**

**Select one (1) from each group:**

**GROUP ONE**

Encouraging  
Initiating  
Clarifying

**GROUP TWO**

Compromising  
Coordinating  
Systematizing

**GROUP THREE**

Helping  
Commanding  
Evaluating

**GROUP FOUR**

Pressing for Results  
Gathering Data  
Expressing Warmth