

Bair Lake Bible Camp

Volunteer Manual

VOLUNTEER MANUAL

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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 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

Core Purpose

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

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

We exist as a launching pad for individuals 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

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.

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.

SPECIFICS TO SUPPORT STAFF

PRIOR TO ARRIVAL

You are required by law to send or bring a completed staff application (don't forget signatures of non-relatives on back) those on file will be updated upon your arrival at camp, and a completed Health History form. Also include a copy of lifeguard certification, nursing license, CPR card, First Aid card, etc, if applicable.

WHAT TO BRING

- Bible
- Linens (double bedding recommended)/Pillows/Towels etc.
- Radio/TV – if desired in your personal unit. Bair Lake camper policy allows for NO use of this type of equipment
- Clothing that is appropriate for changing weather and type of job(s) performed
- Flashlight/Insect repellent/Sun screen
- Modest bathing suit - 1 piece or modest tankini
- Rain Coat
- Close-toed shoes for kitchen duty, and adventure activities

DEPENDENT CHILDREN

Referred to as “Bunnies”, these are children requiring care who are not campers, day campers or Junior staff age. A separate program is available for them during your working hours. We ask all dependents K-4th grade be enrolled in day camp program when available. A complete manual will be sent with your confirmation of service. Bunnies are not covered under Bair Lake's medical insurance policy. Dependent children who are of day camp age will be expected to enroll in this program, and care provided when camp not in session.

ARRIVAL

You are strongly encouraged to arrive Sunday between 11:-00 AM and 3:00 PM prior to camper registration. Please report to the Welcome Center (Office) located at the 2nd entrance to the camp. Here you will receive your living quarters and a staff shirt that we ask all staff to wear on Sunday. If you have campers with you they will also be given cabin assignments, however, they will be required to formally register and visit the Health Officer during the normal registration hours of 3-4:30 PM. You may pre-register your campers, pay balances and deposit snack bar money by mail. This will ease registration day confusion.

Times to report for duty:

<i>Counselors</i>	11:00 AM
<i>Health Officer</i>	11:00 AM
<i>Kitchen Staff</i>	2:00 PM
<i>Bunny Parent/Helper</i>	12:00 Noon
<i>Maintenance/Crafts</i>	3:00 PM

WELCOME/ORIENTATION

Please come to a volunteer staff welcome Sunday evening to help familiarize you with the vision of what will happen during the week and how you can be further involved. The time of the meeting will be Sunday following supper.

DEVOTIONS

All ministry area leaders have devotional material for the week. The entire camp staff will be reading the same devotion and we encourage you to be involved. See ministry area leaders for times and possibly join with other groups if yours is too small.

TELEPHONES

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. If someone must contact you, please have them leave a message with the office. Phone number 269.244.5193, Fax number 269.244.5016 or email address information@blbc.com. **Messages** will be posted on board outside of office. Campers require the permission of a Program Director to make calls. Please direct all campers to this person. After hours emergency phone: 269-535-5998

SNACK BAR AND BAIR'S COVE

Please deposit money for your use at snack bar and Bair's Cove in the office. These stores only accept cash on Sunday's and Saturday's.

KITCHEN

The kitchen is off limits to all staff with the exception of kitchen workers. Please enter Lakeview Lodge by one of the side entrances.

CONCERNS

We like words of encouragement and constructive criticism and would appreciate hearing from you. Written messages may be turned in at the office.

Maintenance Concerns - Dave Stiles - Site and Facility Director

Program Concerns - Weekly Program Director or Eric Sandberg - Program Director

General Camp Concerns - Bob Tissot Executive Director

FOR YOUR LEISURE

The pool is open for staff one hour following lunch and supper and an occasional later evening. We discourage staff from swimming with campers. Waterskiing/tubing is available occasionally following camper usage. The fee will be charged to your snack bar card. The lakefront is used only during posted open hours. Minors must be accompanied by an adult.

LAUNDRY

There is limited availability in the lower level of the Lakeview Inn. Please bring your own detergent and understand there are other longer-term staff who are using the machines on a regular basis.

PETS

We ask that all pets be left at home. IF special circumstances exist, please contact us. We can help you with names of local pet boarding establishments.

MEALS

Designated tables are reserved for staff. Please come on time and seat yourself. Meals are primarily served buffet style. Minimal cleanup is required. The campers will be served first. Please do not ask for favors of our waiters and waitresses. Many important announcements are made following meals. Please depart prior to this time, or quietly remain seated.

DEPARTURE

You are responsible to clean up your own housing unit. Please return all borrowed items to their proper area. Snack Bar monies will be refunded Saturday morning. You are responsible to fulfill your duties and free to leave when everything has been completed.

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.

JOB DESCRIPTIONS

Position: **Bunny Mother**
Responsible to: **Executive Director**
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, a rowboat journey...
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) Executive director
 - 1) Spiritual Concerns
 - 2) Child Abuse
 - c) Health Officer
 - 1) Health
 - 2) Child Abuse

Physical

1. Notify the bunnies’ parents before signing-out and leaving the grounds.
2. Dress Code: Staff members are expected to dress modestly and with reason at all times.

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 Executive Director (or designate) with sensitivity to all needs being addressed. Job Descriptions will also be reviewed and updated annually.

Position: **Counselor**

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

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 worship experiences.
 - d) Practice the two-adult rule - While taking 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) Accept opportunities to present cabin group programs
 - 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
8. Attend all camper group meetings and staff meetings unless excused by PD.
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
 - Program Director –
 1. Spiritual Concerns
 2. Child Abuse
 - Health Officer
 1. Health
 2. Child Abuse

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Position: **Head Cook**

Responsible to: **Food Service Manager (FSM)**

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 Maintenance Staff daily.

Specific

1. Responsible to direct and coordinate food preparation, using Assistant Cooks, Host/Hostess, and Kitchen Staff.
2. Determine quality of food served.
3. Oversee quality of food served.
4. Direct Host/Hostess in:
 - a. table service needed
 - b. condiments
 - c. drink to be made and served
 - d. serving dishes required
 - e. cleanup of leftover food
5. Responsible to direct and assist in clean up of work stations.
6. Assist FSM in maintaining orderly stock room, cooler and freezer.
7. Maintain clean, sanitary environment for food preparation.
8. Work with Program Directors on special needs, time changes, picnics, etc.

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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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.
 - 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 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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Position: **Maintenance Staff**

Responsible to: **Site and Facilities Director**

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.
 - e) Encourage and lead by Christian example.
 - f) 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 Site and Facility Director (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 SFD (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 SFD, PD (or designate).

Physical

1. Notify the SFD 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. Work boots encouraged.

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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.

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 Executive Director (or designate) with sensitivity to all needs being addressed. Job Descriptions will also be reviewed and updated annually.

Position: **Junior Staff House Parents**

Responsible to: **Executive 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. Lead the devotions and prayer time for the Junior Staff daily.

Specific

1. Reside with and monitor the activities of the Junior Staff. Encouraging Christ-like service, attitudes in “off-duty” times.
2. Keep updated on the Junior Staff’s fulfillment of their duties. Get feedback from the Site & Facilities Manager, Hostess, Aquatics Director, Housekeeping Manager, and other staff members that regularly supervise the Junior Staff. Encourage them throughout the week.
3. Keep in communication with each Junior Staffer. Provide an environment conducive to spiritual, social and emotional growth.
4. Practice the Two-Adult Rule – while talking with a Junior Staffer, another adult must be able to clearly see the two of you at any point during the conversation.
5. Lead a Bible study every day with the Junior Staff. Keep them informed of the general camp information and one another’s schedule.
6. You are responsible for cleaning the Farmhouse. Designate cleaning and upkeep duties among staffers. Contact the CD for needs that you cannot handle.
7. Establish a workable set of guidelines that the Junior Staff can follow comfortably and you can be reasonably assured of their safety.
8. Be active in encouraging the future return of Junior Staff members. Work together with the CD in the dismissal or recommendation that any Junior Staffer not return.
9. Coordinate and Host an end of the week pizza party.

Physical

1. Notify the ED 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 Executive Director (or designate) with sensitivity to all needs being addressed. Job Descriptions will also be reviewed and updated annually.

Position: **Summer Program Director (PD)**

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

Qualifications:

1. Minimum age of 21 with a preference to possessing a minimum of a Bachelor's Degree.
2. A committed Christian involved in a local church.
3. One who has a lively interest in camp work.
4. A person who by Christian character (lives a lifestyle above reproach) and training is approachable.
5. A person with high moral standards, willing to work and who is not easily discouraged.
6. A person who is capable of working with volunteers and paid staff, is flexible while also being organized.

Responsibilities:

The summer program director will have the responsibility of planning and coordinating the programs for the week(s) of summer camp.

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 daily.

Specific

1. Actively recruit counselors and assist with recruiting other volunteer staff for the week(s) of camp.
2. Secure the speaker for the week(s), being sure that the person agrees with Bair Lake's Statement of Faith and then submitting the person's name to the ED.
3. Plan/Coordinate/Direct the program, schedule any special activities for the week(s) of camp, using structures provided by Bair Lake.
4. Make special requests for materials, equipment or trips at least six weeks prior to the beginning of summer.
5. Work with the PD in selection, planning and implementation of weekly Bible materials of campers.
6. Organize and coordinate the music/praise and worship program for the week(s) of camp.
7. Responsible for Counselors to receive a minimum of 3 hours of training per week that they are serving at Bair Lake prior to the beginning of the week(s) of camp. This training should cover all necessary items that are required by the State of Michigan Consumer and Industry Services (CIS).
8. Hold a daily counselor/staff meeting while camp is in session.

9. Handle all requests made by campers/parents/guardians for cabin/activity/team changes

SUMMER PROGRAM DIRECTOR (continued)

10. Responsible to ensure that proper care and discipline of campers will be carried out in a Christ-like manner. All camper phone calls are to go through the PD.
11. Notification of office personnel and other pertinent staff when schedule is altered so support staff can be notified.
12. Make or delegate phone calls to parents as situations arise.
13. Plan/Coordinate/Direct the program, schedule and special activities for the follow-up retreat weekends during the fall/winter/spring using the structures provided by Bair Lake.
14. Assist in the evaluation of each week/weekend for suggestions regarding future programs.
15. Assist in the follow-up with campers by communicating with campers and staff on a regular basis while also encouraging counselors to do the same.
16. Present a packet of the week's program information to the PD for future reference.
17. Develop a set of Standard Operation Procedures (SOP) for week(s) of camp in which they are responsible.
18. Must be an active member of the Bair Lake Bible Camp team concept.

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 Executive Director (or designate) with sensitivity to all needs being addressed. Job Descriptions will also be reviewed and updated annually.

Position: **Program Assistant (PA)**

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

Qualifications: Minimum age of 18. Must have had at least one experience with assisting PD'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.
 - 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 daily.

Specific

1. Responsible for posting the individual camp's sign at the main entrance before the campers arrive for registration.
2. 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 Summer PD's and/or counselors of any information regarding grounds, aquatics, or staff relevant to the week's events.
4. Assist Summer PD'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 for other duties as assigned by the PD's and/or PA or designate.

Physical

1. Notify the 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 Executive Director (or designate) with sensitivity to all needs being addressed. Job Descriptions will also be reviewed and updated annually.

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

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 weekly Camp Director, Program Director, or Health Officer 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, Lakeview Lodge, or maintenance building.
- 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 POLICY

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.

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 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 Executive Director reserves the right to revise or modify this procedure 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 who will assess the situation.
6. The PD, 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 Executive Director reserves the right to revise or modify this procedure in the future.

GENERAL AQUATIC POLICIES

Pool Safety Policy

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 on duty.
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 Executive Director reserves the right to revise or modify this procedure 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. Kayak area will physically searched.
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 will assist. The AD or designate will be in attendance at waterfront and be in charge.
 - 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 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.

HO 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 Health Center) to accompany patient to physician, as well as camper's medical record.

If transportation from camp property is necessary, the HO 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 HO should remain at camp.

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

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 Houseparents.

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 absences 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.

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 2nd Drive. No delivery trucks are allowed to drive through camp grounds unless permission is obtained from the Executive Director or designate
 5. Maintenance vehicles are allowed to be driven through camp for working purposes only. Drives must be cleared through Departmental Heads.
 6. Staff and any campers with cars must park in the Sunrise Lodge parking (east end of grounds), the Pineview Adventure Center lot (west end), or at the Office.
 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 Executive Director reserves the right to revise or modify this procedure in the future.

GOLF CART POLICY

1. During Bair Lake sponsored camps there will be one cart designated for the 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 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 Program Director only.
4. Permanent staff members, 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 Site and Facility Director and, as necessary, repair costs will then be charged to parties involved.

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

VEHICLE ACCIDENT PROCEDURE (Off Grounds)

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 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 Bair Lake 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 Bair Lake

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

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 loud music, 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 comes 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 out 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 Executive Director reserves the right to revise or modify this procedure in the future.