

Director's Handbook

1) Introduction

The Camp Directors are the planners, leaders and backbone of the camp week. Without the work that the directors do before camp even starts, the camping week would not happen.

The Camping season begins in the fall when the Board of Directors start looking for people willing and able to take on the task of planning for the week of camp for the following summer. After the directors are chosen and approved by the Board, it becomes the director's job, with the help of the Board, to find people willing to help at the camping session and to prepare the schedule and activities for the session. The Board will also want to approve the staffing before the session. At the camp session the Directors of the week are in charge of all aspects of the camp and with the help of the staff are to assure that the campers are safe, learning from the Bible, and are having fun.

2) General Duties

The following are the General duties of the Directors. The jobs may be split between the two co-directs as they see fit. If there are any difficulties (ex: having a hard time finding staff) the Board of Directors is there to help as much as possible. The Board is directly responsible for the whole camp program and has final authority. The Directors are directly responsible for their week and reports to the Board.

- First of all, the Directors are the spiritual as well as the physical leaders of the camp. The first and foremost job of a Director is to Pray. Then they should set the spiritual direction of the camp through pray and example.
- The Board sets the Theme and curriculum for the whole camp program. The Directors should follow the theme during their week and may feel free to modify the curriculum as they deem appropriate, in fact, it is expected that there are to be some variation from the curriculum so that those campers attending several sessions can hear several viewpoints of the theme.
- The Directors are in charge of recruiting staff for their week. The Board may be able to help find people to fill out the staff positions that the Directors can not fill. The positions needed are outlined below.
- The Directors are to come up with a schedule for their week of camp. There are several schedules that have been used in the past at the end of this booklet. The schedule should be age appropriate. For example, look at wake up and lights out times to think if it is appropriate for the age group or groups involved and look at the level of activities planned, younger campers needs more structure than older campers, but all need some downtime whether it is OYF time or a small discussion group.

- The Directors are responsible for the training of his or her staff. The Directors may offer a special training session during the spring, but you must inform your people what your expectations for them and camp are so that there are no question about what is expected. This might be accomplished with an introductory letter, face to face meetings and an initial staff meeting at camp.
- The Directors should figure out before camp who is responsible for what areas before camp begins. If you look organized, no one will guess that you are not. Remember to delegate responsibilities to the people involved. Give the Bible Teachers a general outline of what you would like taught, but leave it up to them to teach it their way. Come up with some general ideas for crafts, but let the crafty people figure out the crafts and how to do them. Give some general directions to the Activities people but let them come up with the activities. The Directors at camp should do just that, direct not micro manage. Most major decisions should have been made months before not the minute before.
- The Directors are in charge of the budget of the camp session. The Board will give the Directors a general idea of how many campers have been coming to a session and a general budget based on this number. It is up to the Directors to decide how many campers to plan for based on the latest trends. It is better to plan for a few more campers than a few less on things that are needed before hand such as craft supplies and activities supplies. Also plan for a slightly higher number campers than usual when planning out the number of staff. It is harder to find staff at the last minute and also there is always a chance that someone might not be able to come. Staff planning is covered below. Just remember that staff cost as much as campers, so to many staff can be a budget buster.
- Come prepared! Have Saturday and Sunday planned out and arranged before hand so that things start off smoothly. Have an activity pre-arranged during the registration time. Have staff helping get the campers settled. Have an evening activity arranged and someone to speak at the campfire program. Have someone arranged to offer the Sunday worship service, also arrange for the Lord's Supper with the cooks. Have or make sure that your Activities people have rainy day activities figured out. The more that is done before camp, the less that is needed to be done at camp.
- Make sure that the Nurse knows what is expected of him or her. Arrange for the nurse to be present during registration to get any medications and instructions from the campers. Make sure that the Nurse has these things organized so that it is easy for him or her to show that the campers have received their medicine as needed. There are suggested forms in the back for keeping track of medications, illnesses and injuries at camp. These records must be kept in case there are questions about treatment or medications after the camp is over.
- The Directors need to get with the Lake Darling provided Camp Supervisors before the week starts to find out if there are any changes in the way camp is ran from the previous years. The Camp Supervisors should know if swimming is advised or not during the week and if there are any other situations that the Directors should be aware of. Also check to see if the Supervisor wants to talk to the campers about KP, Cabin usage, etc., or if they want the Director to do

- it. Have the Dining Hall Supervisor talk to the Camp Supervisors about any changes that affect his or her job.
- The Director is responsible to see that all rules and regulations as set down by Lake Darling Youth Center, Midwest Bible Camp Board, State of Iowa DNR, or the local authorities are followed. Even though it is fun for campers and staff to sneak out and visit the local abandoned houses in the area it is also trespassing and may involve jail time for the campers or staff if they are caught (just because you have always done this, it is illegal and there has been a couple of times before when campers were brought back by the Sheriff to camp).
 - The Directors must back up their staff when it comes to discipline. Do not second guess the staff member in front of the camper, separate the two to find out the story and suggest appropriate disciplinary action to the staff member if you deem that they have over reacted. The last thing you want is to have a staff without any authority with the campers. If the camper thinks that they can get a better deal from you, the Director than they did from the other staff member, then you will have more problems that you can handle. Let the campers know from the beginning what is expected of them and that you back your staff 110%. One suggestion is to schedule a Cabin Meeting and then a Camp Meeting right away on Saturday so that the campers know what their counselor expects from them and also what you expect from them so there will be no discussion about not knowing.
 - The Directors are ultimately in charge of discipline. Appropriate punishments might be anything from an apology to being sent home. It is not appropriate to us corporate punishment (except on your own kids, maybe) at anytime. Use something creative that teaches how Christians are to act and not something that is just punishment. If a camper puts others in danger, use any means possible to get the camper away from others and to minimize the danger to him or herself. Above all, protect yourself from false charges of physical or sexual abuse. Do not put yourself or allow any of your staff to put themselves in a questionable position with a camper. If you need to talk to a camper, pull him or her over to the side away from others but insight of other staff and campers so that there is not a chance for someone to accuse you or the staff member of something. See the suggested guidelines below.
 - The Directors should also keep a log of what is happening at camp and at the end of the camping week write up an evaluation of the week with a general outline of activities and what was good about the camp and what needed to be improved. Even if the Directors plan on returning next year, this would help remind them of what they felt was needed to improve camp. If someone else is going to direct the following year, this would help them get started.

3) General Description of Staff Positions

The following staff is needed for a camping session. There are two schools of thoughts on the management of the staff. Normally, we have had two Co-Directors

working together to plan and staff the camping sessions. This allows the Directors more people to find to fill the needed positions for camp and also allows a direct substitute in case one or the other Directors cannot serve. The two Directors can either be co-equal in their authority or one or the other had be head Director with the other as a helper. This should be set up before camp so that there is no power struggle at camp. Another way to staff the management positions is to have one Director with a Spiritual Life Director and Activities Director under him. For a larger camping session, a Boy's Head Counselor and Girl's Head Counselor can be added. This way, some of the load is taken from the Director and put onto the other staff members. This also takes some of the minute by minute details away from the Director and gives the authority to the staff under him.

Staffing Policy

The following is the procedure and policy accepted by the Board of Directors for evaluating staff members for the weeks of camp. We as a board want to make it clear that members of the churches or Christ must be considered first for every position at camp. We do recognize that there are circumstances where members of other faiths might be acceptable for some positions. As a manner of policy both Directors and all teachers must be members from the churches of Christ. If there is any question please feel free to bring them to the Boards attention as soon as possible so that they can discuss then and have time to act on the question before it becomes a problem.

Midwest Bible Camp is an organization sponsored by members of the churches of Christ and operates according to the general beliefs of this group of Christians. Since all staff has opportunity to interact with and influence campers, each staff person must be a strong Christian. To insure that these values and beliefs are represented by all of our staff, We need to insure that each individual staff member agree and will abide by the general core teaching of our Christian teachings as outlined below:

Christ set an example of recognizing His followers based on belief and action. (John 13:35) Strong Christians hold and live by the following beliefs:

- There is only one true God. He is the Creator of the world and all that is in it and the Supreme Ruler of the universe. (Genesis 1)
- Jesus Christ is the one and only Son of God. (John 3:16) and is Co-equal with God the Father and God the Spirit. (John 1:1)
- Jesus came to earth and became man. (John 1:14)
- Jesus was completely God while at the same time being fully man. (Hebrews 1:3)
- Jesus was crucified for our sins and was raised from the dead on the third day. (John 19, 20)
- The Holy Spirit is co-equal with God the Father and God the Son. (Matthew 3:16, Acts 5:3-4)
- He dwells in each member of God's family as a Helper and Guide. (John 14:26)
- The Bible is God's written Word. The Word of God is without error and is truth. The Bible is the only authority and standard for living our lives according to His will. (2 Timothy 3:16)
- In order to participate in the salvation gifted by Jesus' sacrifice, humans must participate in a covenant relationship with Jesus. This is done by:

- Believing the gospel, that is, the death, burial, and resurrection of Christ. (Mark 16:16)
- Confessing your faith. (Romans 10:9)
- Repenting of their sins. (Acts 17:30)
- Being immersed (baptized) in water for forgiveness of sins (1 Peter 3:21, Acts 2:36-39)
- Living a life that follows after His example. (Revelation 2:10)

Because of the reality of this world, the Board of MWBC has decided that we will start requiring Staff applications, references and background checks on all Volunteers working with MWBC. This includes the Board members, session Directors and well as any staff used during the week. In order for this to work, the following procedure must be followed as the Director starts staffing the session of camp;

All staff will be asked to submit a completed Staff Application (copy included and also available on the Website). Because we will be doing background checks on all staff, we ask that these be completed as soon as possible and returned to the Director of the session. Please process these applications as they come in and forward copies of the completed applications on to the Board of Directors. Background checks will be completed on everyone that plans to volunteer at MWBC.

The Director should follow through on the References. If the staff member is personally known by you and attend the same church, please note this. If the staff member does not attend the same church, please check by phone or email the reference to assure that the individual is still faithful and usable as a staff member at a Christian Camp. If the staff member is someone new, further follow up might be called for.

The Review Team of the Board of Directors will send out the necessary forms for the proposed staff members to fill out for the background checks to be mailed back to the Team.

The Directors are encouraged to overstaff their week so that they have pre-approved members in case some individual does not pass the review process or last minute replacements are needed. These people should be reminded that they may or may not be needed at camp.

The following Staff positions need to be filled before camp:

Directors

Need to have two directors (or see the discussion above). Ideally they should be from different areas of the state in order to be able to pull from a greater number of people to fill the other positions. They should also be people that can work together easily without getting involved with doctrinal problems. The Directors should ideally be chosen in the fall before camp to allow them time to work on the general direction of camp before having to choose people to help.

Head Cook

The Directors should choose a Head Cook to oversee the kitchen. Ideally, the Head Cook should be someone that has worked in a large kitchen before and also knows other cooks that would be willing to help. The Head Cook's job is to plan out healthy menus, order food, and to oversee the preparation and serving of the food. They should also be familiar with common safety and sanitation issues and be able to work well with people. The Cooks will be working with several commercial type stoves and ovens, an industrial style mixer and large pots and pans. The Head Cook will also be working with large quantities of food and a small food budget. The Directors or Secretary should help the Head Cook to stay within budget for the week.

Cooks

There should be at least three other fulltime cooks besides the Head Cook. More cooks must be added as the number of campers and staff increase. Figure on one cook per 20 campers and staff people. These positions may also be filled with part time cooks, people who come up for a day or so and help. Remember that the cooks will be using large pans and large quantities of food, so it is also important so have someone around to lift the heavy pans out of the ovens or off the stove for the cooks. We are allowed a staff of up to five cooks by LDYC free of nightly charges, so don't be afraid of using this number. One suggestion is to get a younger man or woman in the kitchen as a helper to lift pans, do dishes, and go to town to get food; this would free up the Dining Hall Supervisor so that he or she can do his or her work and have some down time.

Dining Hall Supervisor

A Dining Hall Supervisor is in charge of keeping the Dining Hall area clean and organized. They also are in charge of the KP before and after each meal. See the Job Description for a full discussion of the job function. The Dining Hall Supervisor also normally will go to town to get food and other needed supplies during the day. For a larger week, it is recommended for the Directors to appoint a separate Kitchen Helper who would do this function so that the Dining Hall Supervisor has enough time to get everything done. The Kitchen Helper can also help with the larger cleanups of the dining and kitchen areas. The Directors must consider the amount of work that the Dining Hall Supervisor does when looking at a person to fill this position. If the person is new to the position, make sure that there is someone that can help get him or her started off on the right foot and make sure that they understand the job description. It is easy to become overwhelmed with the work and burnt out with camp. Camp should be fun for all staff and campers.

Spiritual Life Director

Even though the Directors are in direct charge of the spiritual life of the camp, it is desirable to also have someone who is in direct charge of the spiritual development of the campers. For the smaller weeks, one of the Directors may serve as the Spiritual Life Director, but for larger sessions, it is nice to have this separate person to help. The Spiritual Life Director may be put in charge of the Bible Curriculum for the week, the pray groups, overseeing the chapel time and the Campfire times, and handling any spiritual problems that may come up. Ideally, the Spiritual Life Director should be someone who can relate easily with the age group represented at camp and handles the Word easily. He should also look for times to talk to the kids about Bible questions and

try to uplift the general spirit of the camp with songs, prayers and readings.

Sports/Activities Director

The Sports/Activities Director is in direct charge of planning the physical activities at camp. He or she is in charge of Sports time and planned Events or Activities time, planning these with the Directors and the rest of the staff. The Directors should decide on what activities the Sports Director is in charge of and if there are any activities that the Directors want to do. This should be communicated to the Sports Director before hand so that he or she can plan well in advanced what they would like to do. He or she should also have a firm plan for rainy day activities and also have a lot of different type of activities planned; not just having the same sports all of the time or the same activities as the last four years.

Nurse

The Directors need to look for a Nurse for camp early on as they are sometimes hard to come by. Ideally the Nurse should be an LPN or RN, but in a pinch an experienced EMT may serve as a nurse. The main duties of the nurse is to pass out medication and keep a record of this, be available for illnesses and injuries, performing First Aid and then deciding if further actions should be taken, communicating with parents and emergency personnel about these illnesses and injuries, and be available to talk with the campers about health issues. The Nurse needs to be available 24/7 and should be at the registration table to take medications and get details from the parents about specific problems and concerns from the parents. The Nurse will be the final authority concerning health issues.

Lifeguard

If you plan on swimming during the week, according to state laws you must have a certified lifeguard on duty during the swimming activities. Ideally, the lifeguard will also have other duties such as a counselor, secretary or nurse, or the lifeguard might only be scheduled for the afternoon swim time. This may be a paid part-time position if there is no other alternative. It is becoming more and more difficult to find someone who is certified since Red Cross has changed their rules. An alternative would be an EMT with Water Rescue certification. The lifeguard is also in charge of the swim test for canoeing. This test consist of the camper swimming across and back in the swimming area and treading water for five minutes. After the camper passes the test, he or she can then go canoeing.

Bible Teachers

You will need one Bible Teacher per 15 campers. A Bible Teacher should be some one who is able to relate to the age group campers during the week and also be able to handle the Word in a worthy manner. The Directors should try to get the Bible Teachers early enough that they will have time to look over the curriculum and prepare lessons. The Directors should get the curriculum to the teachers a least a month early. The Curriculum can be the standard curriculum from the Board or the Directors (or Spiritual Life Director for the week) can modify the lessons to better suit the week, staying with the same theme and idea of the curriculum. It is best to give the teachers a general idea of what you want the campers to learn each day along with some details that

the teachers can build on. Also, give a copy of the curriculum to the rest of the staff to use for devos and prayer groups.

Crafts

If you plan on doing crafts during your week, you will need at least one head craft person and provide at least one helper (more for bigger camps). For smaller weeks, you might use the Secretary or other staff member as the helper but for larger weeks it is best to provide extra people as the helpers. You can provide some of your ideas for the craft people to use or delegate this job to the head craft person. Set a budget for crafts and have the craft people send in a bill for the supplies before hand. Save back some money out of this budget for use during the week to use for expendable material (i.e. glue, paint, tape, paper). Get the craft people early enough that they can get the material ordered or supplies gathered. This way they can be on the look out for sales in order to save money.

Secretary/Treasurer

During smaller camps this position can be combined with another position, but during a larger camp, there should be someone designated as Secretary/Treasurer. The Secretary will be valuable during camp startup by making up the endless list needed for the day to day operations of camp. These include such things as KP schedules, cabin list, Chapel/campfire schedules and camper/staff directories. He or she will also be in charge of the day to day bookkeeping responsibilities such as the daily total of campers and staff needed by LDYC, petty cash account, food budget, and camper records. The secretary can also be in charge of taking pictures for the camp and getting them on the computer. They can also be put in charge of the Camp Week Directory or this might be given to some of the campers to do.

Counselors

Each cabin at camp holds a total of 11 people. It is recommended that two counselors be provided for each full cabin so you will be provided a senior and assistant counselor for each 9 campers. Use the number of campers that has normally come to that week's session plus some to figure out how many of counselors are needed for the girls and the boys. Older more experienced people can serve as senior counselors with younger, inexperienced people helping, but also look at the maturity level of the younger people, some of them make better counselors just because they have went through similar things that the campers have and understand how to help the campers better than older, more mature people can. During Intermediate and Junior Weeks, we also have a CIT (Counselor In Training) program going on. First year CITs go to Junior Week and second year to Intermediate week. These CITs should be paired with a more experienced Counselor as an assistant, but the Directors must make sure that their Counselors are still working and not putting everything on to the CIT. See the Counselor Job Description for more details of his or her job function.

Other Helpers

Other helpers that might come for a special event or for a few days might include special speakers for Campfire or Chapel, a special presentation such as a drama team, an outside source such as the Washington County Naturalist, or a day helper for cooking or cleaning. The Director must assure that these helpers are held to the same standard as

with the rest of the staff and that they will not be a disruption to the camp (for example, someone cleaning/repairing cabins during rest periods). For larger camps, a separate general helper can be brought in to assist where needed, such as helping go to town for food, extra cleaning in the dining hall, making campfires, or helping with activities.

4) Suggested Time Frame

The following should be a general guide for preparation for the coming year camping week:

Late Fall	Directors set and camp dates set.
December/January	Normal people that work that week contacted (Some people have to put in for Vacation before the end of the year)
March	Most of the Staff positions should be filled. Curriculum done and sent to teachers. Start sending out e-mails and flyers for the camp week to get camper excited.
April/May	Confirm all staff, send material to staff, arrange for any extra training needed by staff. All craft material ordered.
Week before Camp	Receive list of confirmed campers and figure out final staffing needs. Arrange for more staff if needed.
Week after Camp	Write evaluation of camp session. Report any problems that needs to be followed up to Camp Board.

5) General Directives from Operating at Camp

- a) General Directives
 - i) According to the By-Laws, all staff members must be members of the Churches of Christ. Strong Christians from other churches may be used for non-contact positions such as cooks, Dining Hall Supervisor, craft helpers, or nurse only with the full knowledge and agreement of the Board of Directors.
 - ii) There is to be absolutely no hazing or abusive activities at camp. These types of activities along with verbal abuse must not be allowed at camp. Anyone caught in these types of activities must be sent home or relieved of duty. A report must be written up about the circumstances and people involved with these activities and forwarded to the Board.
 - iii) The campers (and Staff) must be discouraged for overt acts of affection. For campers and non-married staff, this would include kissing and intertwining and extended hugging. Acceptable is handholding and friendly hugs. Use your own judgment on this, but if the campers are yelling out, “Get a room”, then the couple may be going too far.
 - iv) Overt acts of affection are not allowed between staff and campers. In this case, staff includes CITs. We have had problems with younger CITs and campers before, so warn the staff that he or she will be sent home if they do not behave as themselves. In this case, any acts that have a sexual connotation must not be tolerated. This includes letting some older than 10 set on a staff persons lap or getting too personal. It is better to error on the side of safety in this case as the Camp can be sued along with the staff member for sexual abuse.
 - v) Do discuss the Sexual Abuse Prevention Plan with staff members. The main thing is to protect yourself for even a hint of an impropriety.

- b) Campground Boundaries
 - i) All campers are to remain on the camp grounds at all time except with permission of one of the Directors. The boundaries are the front gate, the woods on the north and south sides and the lake. Campers are permitted to leave the immediate area around the cabins/dining hall area only if they get permission from their counselors.
 - ii) No boys are allowed around the girl’s cabins or girls around the boy’s cabins. Boys are forbidden to be in a girl’s cabin and visa-versa. Exceptions to these rules are if there is a special event where we open up the cabins for displays or if someone is asked by staff to help with a problem.
 - iii) All staff and campers are prohibited from trespassing onto private property. This includes midnight hikes to the “haunted house”. Campers are to remain in their cabins at night except for a bathroom call or with special permission from the Directors. Campers found outside of their cabins without permission may be sent home. Campers leaving the camp grounds without permission will be sent home.

- c) Camp grounds and equipment
- i) It is the Director's responsibility to see that the camp grounds and buildings are kept in good shape. At the end of each camp session, the LDYC Supervisor inspects the grounds and buildings for cleanliness, so each session starts with a camp that is clean and in good repair. If you notice something amiss at the beginning of your week, be sure to point it out to the LDYC Supervisor.
 - ii) Various sports equipment is provided by both LDYC and MWBC for use at camp. Generally, the Sports/Activities Director is in charge of maintaining this equipment and keeping it in order, but it is also up to everyone, staff and campers to keep the equipment put away after use. The Directors should point out that basketballs, etc may be used but not abused and must be put away after use.
 - iii) It is the counselor's and campers' responsibility to keep the cabins and the area around the cabins clean. Clotheslines are provided to dry wet towels, swimsuits, etc, but the clothes should be removed from the lines before evening. Some Directors have had cabin inspections before and given out rewards and punishments for the results. No food, drink or snacks are allowed in the cabins or in the cabin areas. This attracts roaches and mice and other undesirable critters.
 - iv) It is the Dining Hall Supervisor's and the Head Cooks job to keep their areas clean and health. Shoes and shirts (and pants!) must be worn at all times in the Dining Hall/Kitchen building. No dishes or food is to be taken out of the Dining Hall except for special outside meals.
 - v) LDYC provided a canteen service each day. It is the responsibility of everyone to see that the pop cans are returned to the canteen building or one of the green can receptacles for returning for the deposit. It is also everyone's responsibility to see that all trash is picked up and put in a trash container. Some ideas to handle this is to not have canteen if there is too much trash, instead have a general camp cleanup, or to have prayer groups at the same time as canteen so that a responsible adult can remind the campers to dispose of their trash.
 - vi) If there are any problems with any of the equipment or buildings, let the LDYC Supervisor know about it and he or she will get it fixed. LDYC does provide some cleaning supplies, toilet paper and paper towels for the bathhouse. Get with the Supervisor if you don't know where these supplies are kept.
 - vii) It is the Directors' responsibility to see that people are provided to help with KP and cleaning the bathhouse. KP is need before and after every meal and the bathhouse must be cleaned everyday. Normally, two cabins are assigned to help with KP for each day and a boy's and a girl's cabins are assigned to clean the bathhouse. Please assure that the cabins are doing their job and send them back in if they are not clean.
 - viii) On the last day of camp, a general cleanup must be done. The following jobs must be completed before closing camp:
 - (1) Bathhouse cleaned completely. Assign a teacher to help and inspect the procedure to make sure that it is cleaned and everything restocked for the next group.

- (2) Kitchen cleaned top to bottom. The cooks normally will handle this part of the job. The mats will also have to be taken out and cleaned and the floor scrubbed. Make sure that everything is dry before putting the mats back in.
 - (3) The Trophy Room cleaned. All tables down, all chairs put away, all crafts taken out or put away, floor swept and scrubbed. Also, knock down any cobwebs and organize the supplies before leaving. The Fireplace will also need to be cleaned out if it has been used.
 - (4) The Dining Hall needs to be scrubbed and everything put back in the proper place.
 - (5) All Cabins cleaned out. Either have the campers take their stuff up to the Basketball court or out by the road so that it is easier to get the cars loaded when they are picked up. The insides of the cabins will need to be swept out, trash cans emptied, and everything out. If the beds were moved around, they will have to be put back as they were found. All clothes need to be taken off the lines and the outside area of the cabins cleaned up. When done, close the door and let the LDYC Supervisor know that the cabin is ready for inspection.
 - (6) All sports equipment has to be organized and accounted for. The Sports/Activities Director is in charge of this, but other staff or campers can help.
 - (7) The last thing to do is a grounds sweep to pick up all trash. Get everyone to go to the front of the camp by the gate, spread out and search out every scrap of trash they can find. Make sure that some people are also assigned to go to the beach and boat dock areas and others go to the chapel and campfire areas.
- d) Swimming and Canoeing
- i) A lifeguard is to be on duty at all times when campers are swimming. Also, depending on the number of campers swimming, one or two staff members must be present during swim time to assist the lifeguard. The lifeguard will also be provided with a walkie-talkie in order to communicate with the Directors or a designated person who can provide help.
 - ii) The DNR issues swimming advisories on Monday about the bacteria count of the Lake. The LDYC Supervisors should be aware of any advisories issued. If there is a swimming advisory out, water contact should be avoided. Canoeing is ok during this time, only avoid as much water contact as possible and wash well after water contact. Baptisms can be preformed, but avoid ingesting water and take a thorough shower afterwards. Swimming or water contact sports will need to be avoided until the bacteria count returns to normal.
 - iii) Shirts or a cover-up must be worn when going to of from the beach for swimming. Swimwear and cover-ups must be modest.
 - iv) Life jackets will be worn by everyone at all times during canoeing. State Law states that there will be a life jacket available for everyone in a boat, but camp policy is that it will be worn. No exceptions.
 - v) There will be one staff member per canoe if the campers have past their swim test. In the event that there is no swimming or lifeguard, younger campers may go out with two staff members to a canoe or older campers may go out with one staff member in the boat. Also in this case, two or more canoes should be together so that there is someone to help if there are any problems.

- vi) The spillway is off limits. There is to be no swimming in the lake except at the beach during supervised swim time. The beach is off limits. Avoid going near the beach during swim time for the opposite sex.

Rules and Regulations

Lake Darling Youth Center Rules

Other

6) Schedules and Activities at Camp

Schedules Used at Camp

Following are a couple of Schedules that I have used at camp. I will try to add other schedules at a later date. Use these schedules as a guide while figuring out what your schedule should look like. Senior week usually has a later lights out time and a later wake up time. Special Weeks have a split schedule for time to go to bed so that the younger kids go to bed early and the older campers stays up later for an additional devo time. Don't be afraid to try something different with the schedule. I have changed the schedule during the week to keep the week interesting. For example, on the Wednesday I combined classes and took the lesson out of the normal to emphasize the point of the lesson. On Thursday I changed the afternoon and evening schedule for an old fashioned picnic time.

This is the Schedule that I used during the 2004 Intermediate Week session. It was a little tight in places and needed some small changes to make it work, especially around chapel time and after lunch. It did keep the kids busy but allowed time for organized prayer time. I did not get any complains from the campers about the tightness of the schedule but the staff was overly busy in places.

Intermediate Week - 2004

Saturday

1:00 pm - Registration
 3:00 pm - Close of Registration
 Brief Staff Meeting
 3:30 pm - Chapel
 4:00 pm - Cabin Meetings
 4:30 pm - Camp Meeting
 5:00 pm - Sports - Capture the Flag
 6:00 pm - clean up
 6:10 pm - KP
 6:15 pm - Supper
 7:15 pm - Evening Activity
 8:30 pm - Flag Lowering – One on One
 8:50 pm - Snack
 9:15 pm - Campfire
 10:15 pm - Get Ready for Bed
 10:35 pm - In Cabin Devos
 11:00 pm - Lights Out

Sunday - Friday

7:00 am Can get up
 7:30 am Must get up
 8:00 am Flag Raising
 8:10 am KP
 8:15 am Breakfast
 9:00 am clean-up
 9:30 am Chapel (On Sunday Worship)
 9:50 am Class 1 (Sunday Worship)
 10:40 am Break
 11:00 am Class 2
 11:50 am Clean up time KP
 12:00 am Lunch
 1:00 pm OYF - Cabin Reflections
 1:30 pm Afternoon Event/Staff Devo
 2:30 pm Canteen/Prayer Groups
 3:00 pm Afternoon Activities
 Swimming/canoeing/crafts
 5:00 pm Sports
 6:00 pm clean up
 6:10 pm KP
 6:15 pm Supper
 7:15 pm Evening Activity
 8:30 pm Flag Lowering – One on One
 8:50 pm Snack
 9:15 pm Campfire
 10:15 pm Get Ready for Bed
 10:35 pm In Cabin Devos
 11:00 pm Lights Out

This is the modification to the schedule that I made for the 2005 Intermediate Week session. I decided to try separating the classes, one in the morning and one in the afternoon. Several teachers had complained about the classes together. Some teachers like them together and other don't. If the teacher uses the first period to set the biblical bases of the discussion and then the second period as an application time, then the periods together works well. If the teacher gives an assignment to do during the day or a thought or coordinates with the cabin's counselors, then the periods separated works good.

Intermediate Week - 2005

Saturday

1:00 pm - Registration
 3:00 pm - Close of Registration
 Brief Staff Meeting
 3:30 pm - Chapel
 4:00 pm - Cabin Meetings
 4:30 pm - Camp Meeting
 5:00 pm - Sports - Capture the Flag
 6:00 pm - clean up
 6:10 pm - KP
 6:15 pm - Supper
 7:15 pm - Evening Activity
 8:30 pm - Flag Lowering – One on One
 8:50 pm - Snack
 9:15 pm - Campfire
 10:15 pm - Get Ready for Bed
 10:35 pm - In Cabin Devos
 11:00 pm - Lights Out

Sunday - Friday

7:00 am Can get up
 7:30 am Must get up
 8:00 am Flag Raising
 8:10 am KP
 8:15 am Breakfast
 9:00 am clean-up
 9:30 am Chapel (On Sunday Worship)
 10:00 am Class 1 (Sunday Worship)
 10:50 am Break
 11:00 am Sports
 12:15 am Clean up time KP
 12:30 am Lunch
 1:30 pm OYF - Cabin Reflections
 2:00 pm Afternoon Activities
 3:00 pm Canteen/Prayer Groups
 3:30 pm Afternoon Activities
 Swimming/canoeing/crafts
 4:30 pm Break/ Clean-up
 4:45 pm Class II
 5:45 pm KP
 6:00 pm Supper
 7:15 pm Evening Activity
 8:30 pm Flag Lowering – One on One
 8:50 pm Snack
 9:15 pm Campfire
 10:15 pm Get Ready for Bed
 10:35 pm In Cabin Devos
 11:00 pm Lights Out

Some Activities Used at Camp

Resources

Recommended Staff for camp

Directors	2	
Spiritual Life Director	1	
Sports/Activities Director	1	
Secretary/Treasurer	1	(Not required for smaller camps)
Nurse	1	
Lifeguard	0	(Lifeguard should have another job)
<i>[Lifeguard may also be a helper to the Sports/Activities Director]</i>		
CIT Director	0/1	(Used only during Junior Week)
Crafts	2/3	(Use 3 if more than 80 campers)
Bible Teachers	1 per 15 campers	
Senior Counselors: Boys	1 per 9 campers	
Senior Counselors: Girls	1 per 9 campers	
Assistant Counselors: Boys	1 per 9 campers	
Assistant Counselors: Girls	1 per 9 campers	
Other	0	(Usually day help or speakers)
Dining Hall Supervisor	1	
Dining Hall Helper	0/1	(For larger weeks use a helper)
Head Cook	1	
Cook	1 per 20 campers and staff	
Kitchen Helper	0/1	(For larger weeks use a helper)

Websites for games and activities

Camp songs

Forms Usable at Camp

The following forms are offered on the following pages;

1. KP List
2. Pots and Pans List
3. Cabin Directory
4. Counselor Assignments
5. Activities Listing

	Flag	KP	Bathhouse	Grounds	Chapel
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

POTS AND PANS LIST

Teachers and Staff, Please sign up to help with Pots and Pans during the Week. Two people per period.

	Breakfast	Lunch	Supper
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday		X	X

Girl's Cabin Assignments

Cabin 1
Counselor _____
Counselor _____
1.
2.
3.
4.
5.
6.
7.
8.
9.

Cabin 4
Counselor _____
Counselor _____
1.
2.
3.
4.
5.
6.
7.
8.
9.

Cabin 2
Counselor _____
Counselor _____
1.
2.
3.
4.
5.
6.
7.
8.
9.

Cabin 5
Counselor _____
Counselor _____
1.
2.
3.
4.
5.
6.
7.
8.
9.

Cabin 3
Counselor _____
Counselor _____
1.
2.
3.
4.
5.
6.
7.
8.
9.

Cabin 6
Counselor _____
Counselor _____
1.
2.
3.
4.
5.
6.
7.
8.
9.

Campfire Speakers;

Saturday –

Sunday –

Monday-

Tuesday-

Wednesday-

Thursday-

Friday-

Special Activities:

Saturday –

Sunday –

Monday-

Tuesday-

Wednesday-

Thursday-

Friday-

Midwest Bible Camp Staff Application

Personal Information:

Name: _____ Today's date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone / cell _____ e-mail _____

Age: _____ Sex: M / F Marital Status: Married / Single T-shirt size: _____

If you have any children who will accompany you to camp, but will not be campers, please list their name, age, and sex:

Involvement History & References:

Name of church where you attend and take an active part:

Address: _____ city: _____ state: _____

What areas of service and ministry are you involved in at your local congregation?

List any other community organizations or programs that you are involved with:

List any experience you have had working with church camps:

Please list 2 active Christians whom we may contact for personal recommendations (preacher, elder, teacher, church member).

1) Name: _____ Phone: _____

E-Mail: _____

2) Name: _____ Phone: _____

e-mail: _____

Serving at MWBC:

Circle which week/weeks of camp for which you would like to volunteer?

GIRLS RETREAT / JUNIOR / INTERMEDIATE / SENIOR / SPECIAL 0 / SPECIAL I / SPECIAL II

Circle which position/positions you would like to volunteer for?

BIBLE CLASS TEACHER / CABIN COUNSELOR / COOK / DINING HALL SUPERVISOR / CRAFTS / LIFEGUARD / NURSE / SPORTS & ACTIVITIES DIRECTOR / SECRETARY / PHANTOM TEACHER (for non-camper aged children), HISTORIAN (photographer/make week-books)

List any special training you have had for any positions chosen.

Have you accepted Jesus as your savior and been baptized? Yes No

All staff members must submit to a background check. This will be paid for by MWBC. Do you agree to have your background checked? YES / NO

Statement of Faith

Midwest Bible Camp is an organization sponsored by members of the Churches of Christ and operates according to the general beliefs of this group of Christians. Since all staff have opportunity to interact with and influence campers, each staff person must be a strong Christian. Christ set an example of recognizing His followers based on belief and action. (John 13:35) Strong Christians hold and live by the following beliefs:

1. There is only one true God. He is the Creator of the world and all that is in it and the Supreme Ruler of the universe. (Gen. 1)
2. Jesus Christ is the one and only Son of God. (John 3:16) Co-equal with God the Father and God the Spirit (John 1:1), He came to earth and became a man. (John 1:14) He was completely God while at the same time being fully man. (Hebrews 1:3) Jesus was crucified for our sins and was raised from the dead on the third day. (John 19, 20)
3. The Holy Spirit is co-equal with God and the Son. (Matthew 3:16, Acts 5:3-4) He dwells in each member of God's family as a Helper and Guide. (John 14:26)
4. The Bible is God's written Word. The Word of God is without error and is truth. The bible is the only authority and standard for living our lives according to His will. (2 Timothy 3:16)
5. In order to participate in the salvation gifted by Jesus' sacrifice, humans must participate in a covenant relationship with Jesus. This is done by:
 - a) Believing the gospel, that is, the death, burial, and resurrection of Christ. (Mark 16:16)
 - b) Confessing your faith. (Romans 10:9)
 - c) Repenting of their sins. (Acts 17:30)
 - d) Being immersed (baptized) in water for forgiveness of sins. (1 Peter 3:21, Acts 2:36-39)
 - e) Living a life that follows after His example. (Revelation 2:10)

Agreement to uphold the values of MWBC

As a volunteer for service at MWBC, I understand that no matter what my position, I am a representative of Jesus Christ. I understand that it is my responsibility to do my best to help promote the spiritual growth of campers through a loving servant- attitude, friendliness, high family values, clean speech, modest dress, honesty and integrity. I understand that MWBC is to be an environment free from illegal drugs, tobacco, alcohol and promiscuity. I agree to respect and follow the rules and guidelines set down by the session directors, the MWBC board and the LDYC board. I understand that if I fail to live up to and follow these ideals and guidelines, that I may face disciplinary action.

I agree and live by the Statement of Faith above. I also agree to uphold the values of MWBC. Everything on this application is correct to the best of my knowledge.

Sign or Type Your Full Name: _____
Date: _____

By checking this box, I understand that I am electronically signing this document.

.....
.....

For Office use only

App received _____ References Checked Int _____ Date _____

Background Check completed Year next check is due (checks and references must be done every 3 years) _____

MWBC Staff Reference Questionnaire

Dear _____,

You have been listed as a reference on _____ staff application for service at Midwest Bible Camp. Please complete the following questionnaire and return it to the person who sent it to you. Thank You!

1. How do you know this applicant?
2. What is this applicant's level of participation in your congregation. What do they participate in?
3. In your opinion, does this applicant work well with young people? (give examples/reasons)
4. In your opinion, is this applicant a team player? Will they be able to work well with other staff members? (give reasons/examples)
5. Please discuss this applicant's character. (are they trustworthy, honest, loving, a hard worker, morally upright, selfless, a rule follower, responsible, respectful of authority, not easily angered, self-controlled, etc.)
6. This applicant has applied for the position of _____. Do you feel this person will be able to faithfully and successfully serve in this position at MWBC? YES / NO

Additional Comments:

Type your full name; _____ Date: _____

By checking this box, I understand that I am electronically signing this document.