



Summer

Staff

Manual

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INTRODUCTION

HISTORY

Lake Lundgren Bible Camp was born in June of 1935 under the direction of Rev. Ernest Tremblay who was the first President of the Association. The beginnings were very humble - 50 campers for one week. The missionary spirit and Christian generosity of the Danielsons made it possible to use their five cabins, both for sleeping quarters and classrooms. The camping season gradually grew from one week to two, and then to three weeks, as the number of campers they served continued to increase. Praise the Lord! The camp now has 110 beautiful acres, more than 40 buildings and a year-round ministry reaching out to over 5,000 campers a year. Lake Lundgren Bible Camp was a missionary project from the start and it has continued to be a work of faith, vision, and absolute dependence upon God. And the needs are always met. Lake Lundgren has always been Bible-based and Christ-centered, with both a strong missionary and evangelistic ministry.

MISSION STATEMENT

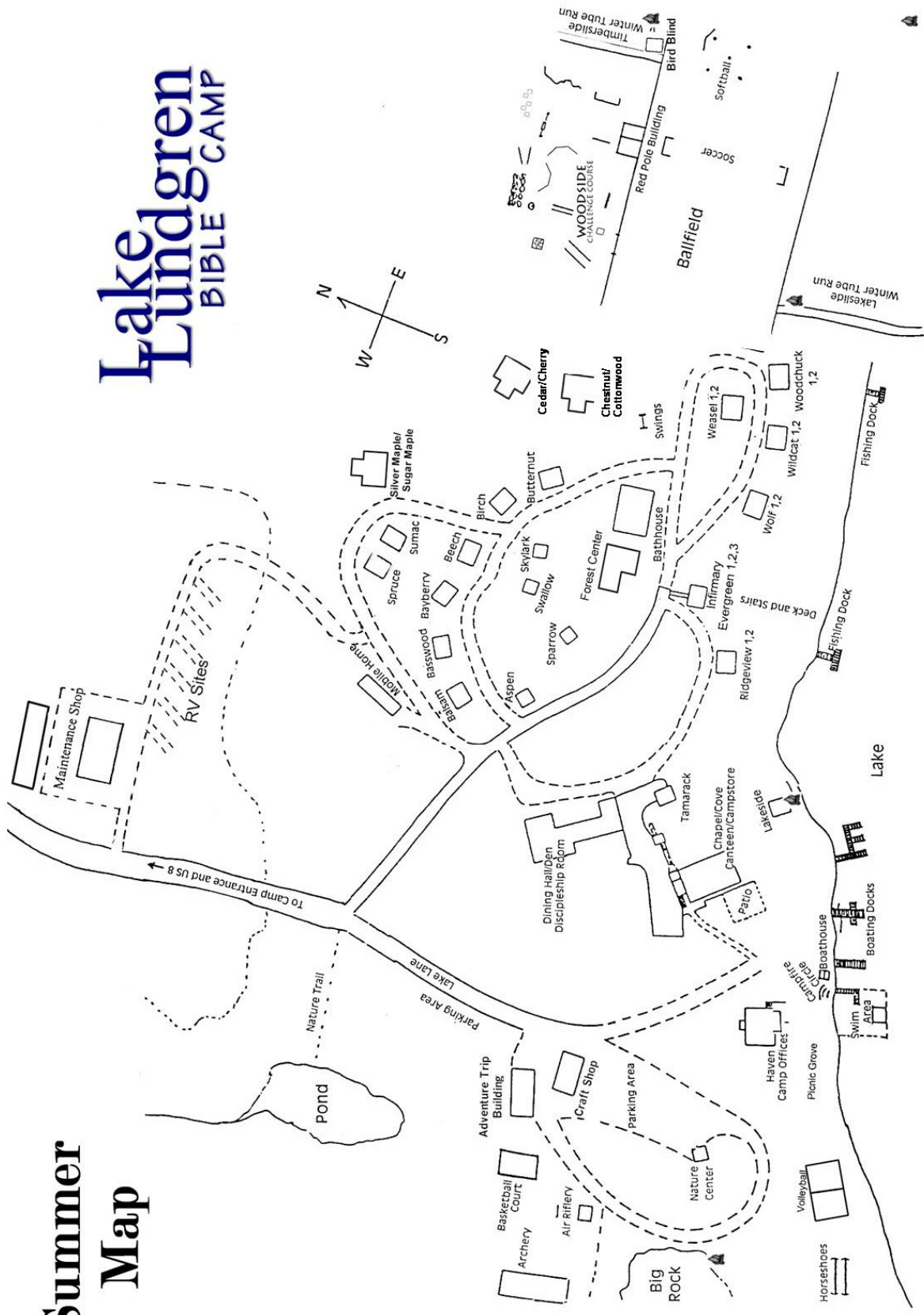
The purpose of Lake Lundgren Bible Camp is to glorify God through a spiritual and educational ministry of leading people into a saving faith in Jesus Christ and of developing Christian character through Biblical teaching, quiet reflection, and guided recreation in a camping atmosphere.

STATEMENT OF FAITH

1. We believe in the scripture of the Old and New Testaments as verbally inspired by God, and inerrant in the original writings and that they are of supreme and final authority in faith and life.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, and born of the virgin Mary and is true God and true Man.
4. We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility become sinners in thought, word and deed.
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, and in His ascension into Heaven, and in His present life there for us as High Priest and Advocate.
7. We believe in "that blessed hope," the personal, imminent return of our Lord and Savior, Jesus Christ.
8. We believe that all who receive, by faith, the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
9. We believe in the bodily resurrection of the just and unjust, the ever-lasting blessedness of the saved, and the everlasting conscious punishment of the lost.

Summer Map

Lake Lundgren BIBLE CAMP



PROGRAM

Thank you for willingness to serve the Lord at Lake Lundgren Bible Camp and be a part of furthering God's kingdom through our summer youth camping ministry. We are excited to see how God will work in the lives of campers and staff, and how He will use you to accomplish His purposes.

PRE-CAMP PREPARATION

Staff Manual Familiarize yourself with this Manual thoroughly. It contains a great deal of information that can make your time at camp more enjoyable, effective and rewarding for both you and our campers. Once you have read through the manual please sign and return the staff agreement form found in your acceptance package.

Personal Preparation Pray that God would prepare you for the work He is going to do in and through you as well as for the hearts of the campers who will be coming and to whom you will be ministering to.

Be familiar as possible with camp procedures and understand fully your responsibilities. This manual should give you the information you need.

Pack wisely! Make sure you bring the following:

- Sleeping bag / bedding- warm enough for cool nights in unheated cabins.
- Suitable clothing for camp activities: Chapel services, swimming, rainy weather, warm sweater or jacket, and (for Summer Staff Team) nice clothes for church, SST banquet, etc. (see also Camper Dress on page 20 and Staff as Role Models on page 23).
- Footwear suitable to waterfront activities, hiking around camp and an extra pair in case of rain.
- A watch and, if possible, an alarm clock (not a clock radio).
- Flashlight and insect repellent.
- Bible, notebook/paper, pens & highlighters
- Personal items.
- Camera (for the memories!)

Counselors As a counselor, you have a tremendous opportunity to positively influence young people, some for eternity! Accept joyously your temporary role of father or mother and come prepared! Begin preparing for Cabin Devotions before you get to camp, one of which should include your personal testimony. Information on the camp's theme can be found in your acceptance package. See guidelines under Cabin Devotions (page 34). You may also want to bring exciting or interesting age appropriate storybooks, articles, readings, etc. for use during Rest Time or rainy day.

SUMMER CAMP PROGRAMS

- Youth Camps** The cornerstones of LLBC's summer camp programs are the weeklong, age-appropriate camps for kids' grades 3 through 12. Campers are encouraged and challenged from God's Word by Bible and Missionary speakers as well as through cabin devotions, guided Activity classes, interaction with counselors and staff, and outdoor recreation.
- Adventure Trips** LLBC Adventure Trips are offsite programs for Jr. and Sr. High campers designed to fulfill camp's mission of leading people to Jesus Christ and developing Godly character. Campers are challenged and awed by the beauty of God's creation as well as encouraged by His Word and Christian camaraderie. Adventure trips vary in length from 5 days to 2 weeks and include backpacking, biking and canoeing.
- Leadership Development Camp** LLBC's Leadership Development Camp (LDC) is a discipleship and training program for teens with leadership potential and desire, who are entering the 10th, 11th or 12th grade. It is run as a "program within a program" during our summer camps. Campers accepted for the first year are in LDC I. They have their own housing and program, but plug regularly into the general camp program to gain experience and help out with many camp duties. Those who have completed LDC I are invited to apply for LDC II the next year. These young people are assigned to a staff person with whom they serve as apprentices, while at the same time having special times of study, sharing and prayer with the LDC Directors.
- SEEDS** The goals of this 6-day camp are to teach 7th-9th grade girls what it means to fully follow Jesus with their whole-heart (Lordship), to develop personal spiritual growth, to expose them to the power of living in Christian community, to encourage the sharing and building of relationships with Christian leaders and peers, and to begin educating young Christian women on the importance of leadership. Girls are typically invited to attend this indepth camp based on the recommendation of their counselor from the previous year's summer camp.

STAFF ORIENTATION

Staff Orientation is a key time for all staff members to become oriented to the program and the week ahead of them. It will not only prepare you with an understanding of what will be happening and what your role will be, but it will also be instrumental in developing a unity among our staff team as we serve the Lord together.

All new staff will be expected to report to camp in time to be ready for Staff Orientation's first meeting at 8:00 am on opening day. Staff over 18 are welcome to arrive the evening before. Minors who need to arrive before the first day of camp shall follow the procedures found in paragraph 6 under Minor Staff Guidelines. Returning staff will be expected to report to camp by 10:00 am.

STAFF ORIENTATION SCHEDULE

8:00am	Orientation Part I (Bring Staff Manuals) ALL NEW STAFF TOGETHER Introductions Camp Objectives Chain of Command
8:30	Continental Breakfast
9:15	Orientation Part II: NEW STAFF DIVIDED BY ASSIGNMENTS Job Responsibilities Guidelines and Safety Rules Daily Schedule and Procedures Weekly Calendar Questions and Answers
10:00	Returning Staff due back at Camp Unless they are filling a new position for which they must attend orientation; then return for the 9:15 meeting
10:30	Introductions and Activity
11:15	Preparation for Ministry: praise, prayer and challenge (Bring Bibles)
12:15pm	Lunch (weekly Leadership Team meeting during lunch)
1:00	Registration begins
2:45	Campfire Circle Orientation
4:00	Ministry Coordination Meeting with Youth Ministries Director, Asst. Program Director, Music Leader, Skit Coordinator, Bible Teacher and Camp Missionary.

SAMPLE DAILY CAMP SCHEDULES

(Subject to change - Actual schedule will be handed out at Staff Orientation.)

Teen Camps

7:00am	Campers Rise and Shine and Cabin Clean-up
7:50	Flag Raising
8:00	Breakfast
8:30	Personal Quiet Time
9:00	Morning Chapel
10:30	Activity Instruction
12:00pm	Lunch
12:45	Rest Time
1:15	Cabin Time and Banking
2:00	Free Time
	2:00-4:15 Swimming and Boating Open
	2:00-4:15 Craft Shop Open
	2:00-4:30 Archery and Air Riflery Open
	2:30-3:30 Canteen & Camp Store Open
5:00	Supper
6:00	Chapel
8:00	Campfires & Special Activities
9:30	Get Ready for Bed
10:00	Cabin Devotions
10:30	Lights Out [evening schedules are adjusted week by week]

Junior and Youth Camps

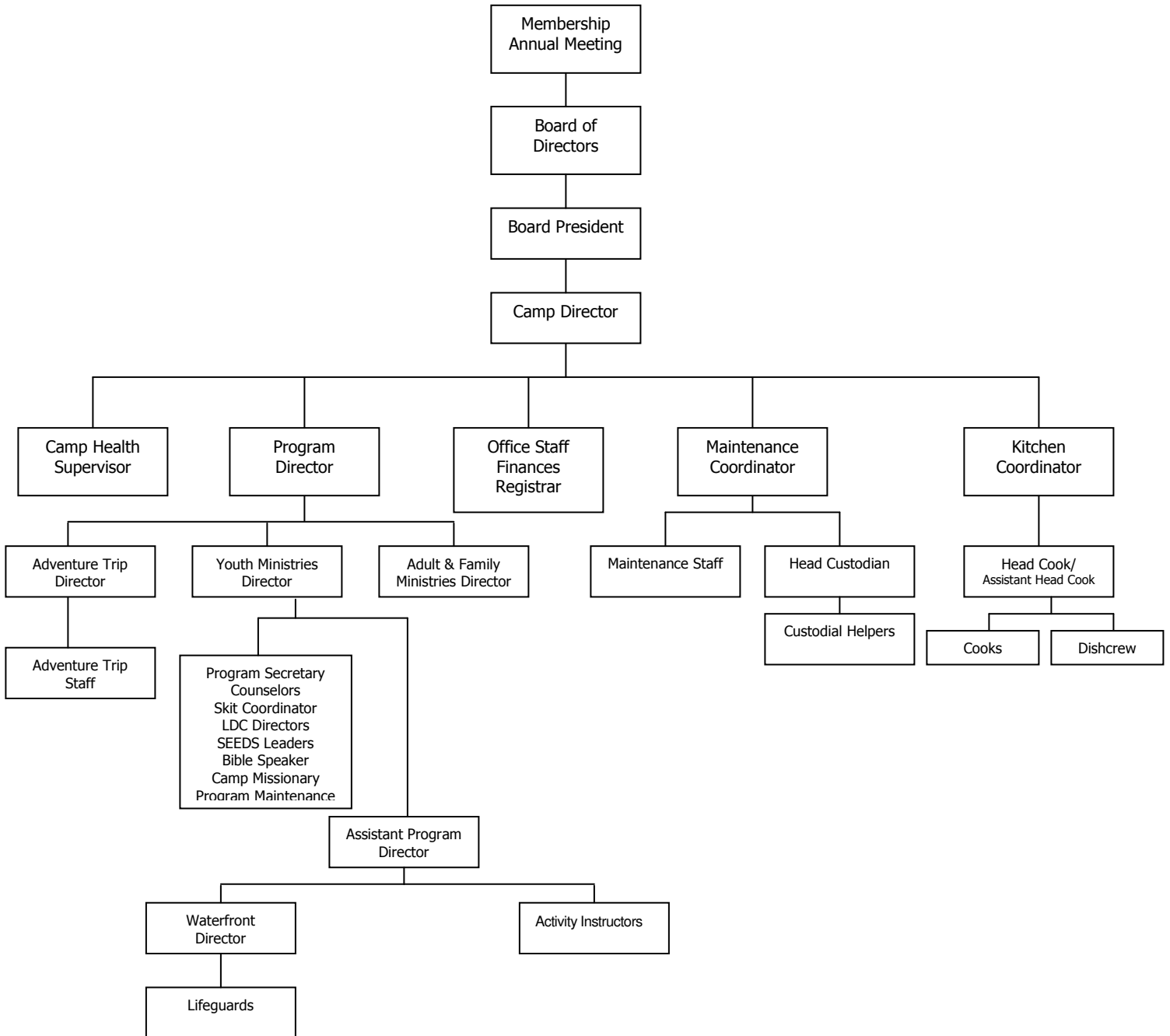
7:00am	Campers Rise and Shine and Cabin Clean-up
7:50	Flag Raising
8:00	Breakfast
8:30	Personal Quiet Time
9:00	Morning Chapel
10:30	Activity Instruction
12:00am	Lunch
12:45	Rest Time
1:15	Cabin Time and Banking
2:00	Free Time
	2:00-4:15 Swimming and Boating Open
	2:00-4:15 Craft Shop Open
	2:00-4:30 Archery and Air Riflery Open
	2:30-3:30 Canteen & Camp Store Open
5:00	Supper
6:00	Chapel
7:30	Campfires & Special Activities
9:00	Get Ready for Bed (8:30 for Junior Camps)
9:30	Cabin Devotions (9:00 for Junior Camps)
10:00	Lights Out (9:30 for Junior Campers)

Closing Day Schedule (for all camps)

12:30-2:30	Farewell to Campers/Greet Parents
12:45-1:15	Camp Store Open
2:30-3:30	Staff Chores/Clean-up

STAFF RESPONSIBILITIES

CHAIN OF COMMAND



SUMMER STAFF TEAM LEADERSHIP TEAM

- General** The SST Leadership Team will assist the Youth Ministries Director in carrying out Lake Lundgren Bible Camp's summer youth program in the areas of program oversight, communication, decision-making and staff unity.
- Members** The Leadership Team will comprise of staff in the following leadership positions:
- Youth Ministries Director
 - Assistant Program Director
 - Waterfront Director
 - Program Maintenance
 - Music Coordinator
 - Staff Relations (Guys)
 - Staff Relations (Gals)
- Responsibilities**
1. Arrive 1-2 p.m. the day before the SST day of arrival. The Leadership Team will meet for Bible study, prayer and orientation in the Forest Center at 2 pm, and the following day to finalize summer plans and staff issues.
 2. May be asked to teach and/or assist in teaching selected seminars during SST Training as directed by the Youth Ministries Director.
 3. Facilitate communication among summer staff and between summer staff and Youth Ministries Director.
 4. Enforce all camp rules and policies as direct representative of the Youth Ministries Director by personally setting an example and encouraging other staff to do the same.
 5. Attend weekly Leadership Team meetings with Youth Ministries Director to pray for and discuss program issues & updates and the health of the staff.
 6. On a regular basis, spend time with staff and see how they are doing (being gender specific is encouraged). Make an effort to branch out and build new relationships among staff (including volunteers).

JOB DESCRIPTIONS

In alphabetical Order

Activity Instructors RESPONSIBLE TO: Assistant Program Director (Archery, Air Riflery, Field Games) or Waterfront Director (Sailing, Canoeing, Water Games)

RESPONSIBILITIES:

1. Oversee the use of camp's activity equipment and facilities in accordance with camp policies. All activity areas should be left clean at the end of **each activity period**.
2. Offer instruction during the Activities class as scheduled by the Assistant Program Director. Seek to provide a **learning** experience that is both fun and challenging to the campers and geared to their age and capabilities. **Integrate your activity with Biblical teaching**, ie. use activity to illustrate Biblical truth.
3. Communicate and enforce all necessary safety precautions to campers in the activity.
4. Be available to open your activity area during camper free time each day as directed by the Assistant Program Director.
5. Advise Program Maintenance of any materials that need to be procured well in advance.
6. Be available to support the larger camp program as needed and as directed by the Assistant Program Director. Be prepared to help plan, prepare, run, wrap-up and clean up for camp activities.
7. Be prepared to lead a cabin group in your activity area during cabin times.
8. Be responsible for the care, upkeep, repair and inventory of supplies and equipment in your area, utilizing the Activities Coordinator as needed.

9. Assist with closing day clean-up chores.
10. Attend Staff Orientation and all staff meetings, meals, flag raisings, chapels, and nightly staff devotionals.
11. Adult volunteers are to notify the APD when leaving campgrounds.

Adventure Trip Assistant

RESPONSIBLE TO: Adventure Trip Director

RESPONSIBILITIES: *See Adventure Trip Manual for detailed explanations of responsibilities and procedures.*

Assistant Program Director (APD)

RESPONSIBLE TO: Youth Ministries Director

GENERAL RESPONSIBILITIES:

1. Act as Youth Ministries Program Director in the event of the Youth Ministries is absent.
2. Integrate camp activities into the total camp program.
3. Assist in planning, developing, and implementing the total camp program.
4. Act as a liaison between Activities Staff and Counselors.
5. See additional responsibilities under Leadership Team on page 10.

SPECIFIC RESPONSIBILITIES:

1. May be asked to plan special staff activities that would provide fun and develop unity during SST.
2. Orientate new activity staff to their job and responsibilities, including safety, objectives, procedures and options for Activity Instruction and Cabin Time, helping them integrate spiritual truths into their activities.
3. Plan icebreaker or activity for Staff Orientation that would help the staff meet, mix and develop unity.
4. Lead welcome meeting on opening day, setting the spiritual tone of camp for the week.
5. Attend weekly ministry coordination meeting with Bible Teacher, Camp Missionary, Music Leader, Skit Commander and Youth Ministries Director.
6. Give leadership and direction to activity staff. Help each of the activity staff fulfill their responsibilities and meet their objectives within the camp program.
7. Oversee chapels, meal times, and campfires.
8. During activity class, walk around and do camper checks making sure all campers are at their proper class. When necessary, fill an activity staff position.
9. Plan, organize and implement the set-up, running and taking down of activities as scheduled, as well as providing extra optional activities during camper free time, delegating suitable responsibilities where needed.
10. Assist with Night Patrol as assigned. Night Patrol responsibilities include:
 - Encouraging campers to be on time for cabin devotions.
 - Seeing to a quiet atmosphere in camp for cabin devotions.
 - Being the contact person for counselors having problems
 - Enforcing lights out, being sensitive to what is happening with devotions
11. Assist with closing day clean-up chores.
12. Oversee the organization and cleanliness of program central.

A/V Coordinator RESPONSIBLE TO: Youth Ministries Director

RESPONSIBILITIES:

1. Lead A/V training during SST Training.
2. Assist with coordination of opening video.
3. Oversee the taking and collecting on digital pictures and videos throughout the summer.
4. Oversee coordination of end of summer video.
5. Lead A/V activity class as scheduled, following guidelines under Activity Instructors on page 10.

Bible Teacher RESPONSIBLE TO: Youth Ministries Director (Camp Director in his absence)

RESPONSIBILITIES:

1. Assist the camp leadership in setting a spiritual tone for the week that would be conducive to the Holy Spirit's working in lives.
2. Present a 10-minute devotional challenge to the staff during prep for ministry on opening day.
3. Attend weekly ministry coordination meeting with APD, Camp Missionary, Music Leader, Skit Commander and Youth Ministries Director.
4. Be the speaker for the five evening Chapel sessions (three for Junior Camps 1 & 2) utilizing the camp theme or a subject related to it. The goal is to be Bible-based and Christ-centered.
5. Strive to function as an integral part of the staff team by attending all staff meetings, sharing input with counselors that would assist them in their ministry to the campers and being available to share in cabin devotional times if requested.
6. Conduct a follow-up counseling session with campers making decisions, as well as be available for any counseling opportunities (check daily with the Summer Program Office for camper decision forms turned in).
7. Serve as Buddy Board Supervisor for checking campers and staff into and out of the swimming area and helping with buddy checks during free times (on a rotating basis with the Camp Missionary).
8. Make an effort to get to know the campers personally, interacting with them during free times, night games and other camp activities.
9. On closing day share the morning Chapel session with the missionary and present a short wrap-up challenge to the campers and lead a short follow-up meeting for those who made decisions during the week.

Camp Health Supervisor RESPONSIBLE TO: Camp Director

RESPONSIBILITIES:

1. Check and collect camper Health History Forms and screen out campers who have, or were just exposed to, any communicable illness. If at any time a camper's health is a threat to the good health of other campers and staff, they are either to be sent home or quarantined in the Infirmary. Complete and turn in the "CAMPERS WITH SPECIAL NEEDS" form before supper. {See Infirmary Guidelines}
2. Orient campers and staff to the Infirmary procedures, cabin clean up and inspections. {See Infirmary Guidelines}
3. Provide oversight of the Infirmary.
4. Keep and dispense all medications taken by campers and any staff medications in your care (see page 25 "Medications").
5. Daily inspect camper and shared staff cabins in order to maintain a healthy and pleasant camp environment. Do daily judging and scoring for cabin clean-up winners.

6. Be available at all times to care for any injuries and notify the Director (or Program Director in his absence) about campers who are being sent to see a doctor. See "Camp Medical Procedures" in Infirmary Guidelines}
7. The Health Supervisor is the only one who can authorize a camper to remain in a cabin because of illness. All such cases shall be reported to the Director.
8. Attend Staff Orientation and all staff meetings.
9. Assist with closing day clean-up chores in the infirmary.

**Camp
Missionary**

RESPONSIBLE TO: Youth Ministries Director (Camp Director in his absence)

RESPONSIBILITIES:

1. Provide campers with a healthy, realistic exposure to missions in general and the speaker's mission-field in particular, challenging them to be missions-minded, now and in the future.
2. Attend weekly ministry coordination meeting with Bible Teacher, Camp APD, Music Leader, Skit Commander and Youth Ministries Director.
3. Be the speaker for the four morning Chapel sessions using stories, testimonies, props, songs, slides and/or films (two chapels for Junior 1 & 2), plus shared responsibility with the Bible teacher for the morning's chapel on closing day.
4. Be available for counseling, especially in matters pertaining to missions and report any decisions made to the summer program office.
5. Strive to function as an integral part of the staff team by attending all staff meetings, sharing input with counselors that would assist them in their ministry to the campers and being available to share in cabin devotional times if requested.
6. Serve as Buddy Board Supervisor for checking campers and staff into and out of the swimming area and helping with buddy checks during free times (on a rotating basis with the Bible Teacher).
7. Make an effort to get to know the campers personally, interacting with them during free times, night games and other camp activities.

**Cook
(Head Cook)**

RESPONSIBLE TO: Kitchen Coordinator

RESPONSIBILITIES: In addition to fulfilling the responsibilities of cook:

1. Give leadership to the cooks and dish crew, following the menu and work list prepared/approved by the Kitchen Coordinator.
2. Orient cooks and/or dish crew on opening day.
3. Check and put away food orders.
4. Lead the cooks in daily devotions.

**Cook,
(Assistant Head
Cook)**

RESPONSIBLE TO: Head Cook

RESPONSIBILITIES: In addition to fulfilling the responsibilities of cook:

1. Assist the Head Cook with his/her listed responsibilities, assuming the responsibilities as directed by the Head Cook in his/her absence.

Cook

RESPONSIBLE TO: Head Cook/Assist. Head Cook

GENERAL RESPONSIBILITIES:

1. Strive to make the kitchen, and all meals prepared and served, a testimony to the Lord in terms of excellence, quality and nutrition.
2. Function as part of the staff team at camp, attending Staff Orientation and helping the camp program reach its objectives of ministering to the whole person, meeting physical as well as spiritual needs.

SPECIFIC RESPONSIBILITIES:

1. Prepare foods according to the menu and directions of the Head Cook and in accordance with the daily schedule.
2. Use all foods and supplies efficiently in an effort to keep cost and waste at a minimum, reporting any needed supplies to the Head Cook in time to allow for its procurement.
3. Exercise creativity, cleanliness and neatness in preparing and serving all foods.
4. Maintain the cleanliness of the kitchen and its appliances.
5. Give suggestions for changes/improvements to the Kitchen Coordinator.

Counselor

RESPONSIBLE TO: Youth Ministries Director

GENERAL RESPONSIBILITIES:

1. Be sensitive to the spiritual, emotional, social and physical needs of your cabin group, and be available to all your campers.
2. Talk personally to each individual camper and give each the opportunity to make a spiritual decision, taking advantage of teachable moments, such as homesickness, correcting behavior, etc. Refer campers exhibiting any emotional or mental problems to the Youth Ministries Director.
3. Be a part of your cabin group without being one of them. Campers look at the counselor as their friend, but also as their authority.
4. Put the well being of the campers before your own personal desires.
5. Be a respected and loving leader to your campers.
 - Cheerfully abide by and cooperate with camp policies to set the tone of the camp and help your campers do the same.
 - Lead meaningful times of open sharing.
 - Be responsible for the conduct of your campers, following guidelines on page 36 (Camper Discipline).
 - Be a positive role model as outlined on page 23.
6. Encourage camper participation by being a full participant in all aspects of the overall camp program.

SPECIFIC RESPONSIBILITIES:

1. Attend staff orientation and all Chapels and staff meetings.
2. On registration day:
 - Greet each one of your campers and help them get settled in your cabin. Meet their parents, invite them to the cabin and answer any questions they may have. **The counselor's enthusiasm sets the tone for both camper and parents.**
 - It is suggested that you lead your cabin group on a hike around the camp, explaining the different program areas.
 - Inform the campers of the camp guidelines / counselor expectations (sharing information from page 20).
 - Explain the daily camp schedule to your cabin group.
3. Teach the dining hall procedures to your cabin group. Counselors sit with campers at meals, setting a good example for them.
4. Collect and dispense the campers' money as part of the camp's banking system.
5. Help campers dress appropriately for weather and modesty concerns.
6. Encourage camper personal hygiene and cleanliness.
7. Supervise cabin clean up. Let campers do the work, but help them as needed.
8. Teach respect for flag raising, leading your cabin in doing it when assigned.
9. Be available to teach an activity class as assigned.
10. Ensure your cabin group sits together in Chapel.

11. Plan and lead cabin devotions each evening. (See page 34)
12. Contact the Camp Health Supervisor in the event of any illness or injury, and remind campers to see the nurse for their medications.
13. Contact the staff member assigned to Night Patrol if a camper is missing or has special problems, or to notify if you are having devotions somewhere other than your cabin.
14. Plan activities for the cabin group on rainy days unless otherwise programmed.
15. For special events, be very careful to use or develop good skits that honor and please the Lord. (See skit guidelines on page 40.)
16. Fulfill your responsibilities with any of your campers making spiritual decisions. (See Camper Follow-up on page 35)
17. On each closing day, greet parents again and answer any questions they have. Do not deceive parents. If their child was difficult, give them an honest evaluation in a loving way, if they ask.
18. Assist with closing day clean-up chores.

**Craft Shop
Supervisor /
Instructors**

RESPONSIBLE TO: Assistant Program Director

RESPONSIBILITIES:

1. Provide a learning experience for campers that is both fun and creative, utilizing natural resources when possible.
2. Procure necessary supplies with the approval of the Missionary Staff Craft Coordinator
3. Have projects and instruction available during campers' free time, collecting money for projects if required. All money goes to the camp office at the end of each afternoon free time.
4. Keep the craft shop clean and neat, cleaning all counters, paintbrushes and other craft equipment **after each craft time** and putting away supplies.
5. Serve as a resource for additional camp programs involving crafts and decorations.
6. Submit a list of any recommendations for changes or added equipment to the Missionary Staff Craft Coordinator.
7. In addition, be responsible for the Activity Instructor responsibilities (page 10).

**Custodian /
Maintenance
Assistant**

RESPONSIBLE TO: Maintenance Director

GENERAL RESPONSIBILITIES:

1. Strive to help make the camp's grounds and facilities a testimony to the Lord in terms of cleanliness and safety.
2. Function as part of the staff team at camp, attending Staff Orientation and as many meetings and services as possible, and help the camp program reach its objectives of ministering to the whole person, meeting physical, as well as spiritual needs.

SPECIFIC RESPONSIBILITIES:

Custodial Help:

1. Clean all restrooms daily according to written procedures, stocking toweling and toilet paper twice a day.
2. Empty the Dining Hall and Kitchen garbage & recyclables after each meal.
3. Clean camp facilities as assigned and scheduled.
4. Open and run the Canteen in the afternoons (guidelines posted).

Maintenance Help:

1. Assist the Maintenance Coordinator with Maintenance Slip needs.
2. Assist with mowing and trimming grass.

Maintenance & Custodial Help:

1. Make a written note of supplies needed to your supervisor in sufficient time to allow for their procurement.
2. Assist the greater camp program with special needs/projects as assigned by your supervisor.
3. Assist with closing day clean-up chores.

Dish Crew

RESPONSIBLE TO: Head Cook/Assist. Head Cook

GENERAL RESPONSIBILITIES:

1. Strive to make the camp's dish room facility a testimony to the Lord in terms of cleanliness.
2. Function as part of the staff team at camp by attending Staff Orientation, and as many meetings and services as possible to help the camp program reach its objectives of ministry to the whole person, meeting physical as well as spiritual needs.

SPECIFIC RESPONSIBILITIES:

1. Set tables before meals according to Head Cook's instruction.
2. Put out necessary clean-up items for camper table clean-up procedure.
3. Wash all dishes following each meal.
4. Clean the dish room after each use; check dishwasher chemical jugs and notify Kitchen Coordinator when they are down to 4".
5. Notify the Head Cook of any supplies needed.
6. Assist with swim tests on opening day, during free time, following orientation. Report to the Waterfront Director.
7. Assist with closing day clean-up chores in the Dining Hall.

**Leadership
Development
Camp Director**

RESPONSIBLE TO: Youth Ministries Director

GENERAL RESPONSIBILITIES:

1. Direct and further develop the LDC program that will challenge high school students through a rigorous combination of work, study, service, and recreation opportunities.
2. Seek to lead each LDC'er to a greater level of commitment to Christ and to build into each camper characteristics and qualities that would make them better servant leaders for the Lord.

SPECIFIC RESPONSIBILITIES:

1. Assume direct responsibility for all campers in the LDC program, serving as counselor as well as a director.
2. Using established LLBC curriculum, provide a structured Bible-based learning experience geared to the campers' level of understanding and aimed at Christian growth and commitment.
3. Provide opportunities for campers to learn responsibility and gain experience: leading cabin devotions, planning camp activities, and assisting camp staff.
4. Meet with the Youth Ministries Director regularly to coordinate the LDC program/schedule with other camp programs. LDC Directors should attend Staff Orientation and staff meetings and chapels whenever possible.
5. Provide a well-balanced and healthy program of camp activities for campers in the LDC program, taking advantage of the camp environment and facilities.
6. Make a final written evaluation/recommendation of each LDC camper:
 - Leadership ability shown
 - Completion of assignments
 - Weaknesses

- Strengths
- Recommendation for LDC II or future staff

Lifeguard

RESPONSIBLE TO: Waterfront Director

QUALIFICATIONS: Must have a current Lifeguard Training Certificate or equivalent

RESPONSIBILITIES:

1. The first responsibility is "to prevent accidents both in the water and on the immediate dock or beach area. The lifeguard's secondary responsibility is the rescue and emergency care of an accident victim. No other duty or responsibility can be allowed to interfere with these two functions." (Lifesaving: Rescue and Water Safety, American National Red Cross.)
2. Read and understand camp's Waterfront Policies, Safety Rules and Operating Procedures, and ensure they are complied with and enforced.
3. Guard for swimming and boating as assigned by the Waterfront Director.
4. Teach, or assist in teaching, waterfront activity classes as may be assigned, integrating your activity instruction with Biblical teaching.
5. Participate in activities and swimming exercises in order to keep in top swimming and guarding condition.
6. In addition to the above, also be responsible for #6-11 under Activity Instructor on page 10-11.

Music Coordinator

RESPONSIBLE TO: Youth Ministries Director

RESPONSIBILITIES:

1. Strive to make music a key element in the camp atmosphere and program in ways that would be meaningful, age relevant, fun, and glorifying to God.
2. Keep records necessary for camp's license with CCLI.
3. Lead worship team training during SST Training.
4. Coordinate and assign music/worship leaders for each week of camp.
5. Assist music leader in finding needed accompaniment using resources & people as available.
6. Assist, as necessary, music leaders in planning and leading Chapel sessions and campfires (music, special numbers, and order of service).
7. Assist with coordination of opening video.
8. See additional responsibilities under Leadership Team on page 10.

Music / Worship Leader

RESPONSIBLE TO: Assistant Program Director

RESPONSIBILITIES:

1. Strive to make music a key element in the camp atmosphere and program in ways that would be meaningful, fun, edifying and glorifying to God.
2. Serve as the main song leader, coordinating others assigned to help.
3. Working with the music coordinator, be responsible for arranging needed accompaniment using resources and people as available.
4. Attend weekly ministry coordination meeting with Bible Teacher, Camp Missionary, APD, Skit Commander and Youth Ministries Director.
5. Using staff and campers, plan and lead chapels and campfires (music, special numbers, and order of service), coordinating with summer program office, Bible teachers and missionaries, preparing PowerPoint and/or handouts as needed.
6. Offer a music activity class as scheduled, providing a learning experience that is both fun and challenging to the campers and geared to the age and capabilities of the campers, integrating your class with Biblical teaching.
7. See additional responsibilities under Leadership Team on page 10.

**Nature
Instructor**

RESPONSIBLE TO: Assistant Program Director

RESPONSIBILITIES:

1. Maintain the Nature Center in areas of cleanliness and function, and care for the well being of each live exhibit.
2. Offer instruction during the Activities class seeking to provide safe and fun hands-on learning experiences in and out of the Nature Center that is geared to the age and capabilities of the campers, challenging campers to know God through His creation and His Word.
3. Communicate and enforce all necessary safety precautions to campers under your charge.
4. Plan and lead special free time events, such as wilderness hikes, frog-jumping contests, food finding expeditions, etc.
5. Procure necessary supplies with the approval of the Program Director.
6. In addition, be responsible for Activity Instructor responsibilities (page 10).

**Program
Maintenance**

RESPONSIBLE TO: Youth Ministries Director

GENERAL RESPONSIBILITIES:

1. Oversee the use, maintenance and repair of all sports/activity equipment and program areas.
2. Keep track of all activity equipment and reorder as needed with Program Director approval.
3. Coordinate SST work projects.
4. See additional responsibilities under Leadership Team on page 10.

SEEDS Leaders

RESPONSIBLE TO: Missionary Staff SEEDS Coordinator

GENERAL RESPONSIBILITIES:

1. Direct and further develop a program that will challenge Jr. High girls through a rigorous combination of work, study, service, and recreation opportunities.
2. Seek to lead each girl to a greater level of commitment to Christ, what it means to fully follow Jesus, and to develop personal spiritual growth.

SPECIFIC RESPONSIBILITIES:

1. Assume direct responsibility for all campers in the SEEDS program, serving as counselor to them.
2. Using established LLBC curriculum, provide a structured bible-based learning experience geared to the campers' level of understanding and aimed at Christian growth and commitment.
3. Meet with the Youth Ministries Director regularly to coordinate the SEEDS program/schedule with other camp programs. SEEDS leaders should attend Staff Orientation and staff meetings whenever possible.
4. Provide a well-balanced and healthy program of camp activities for campers in the Seeds program, taking advantage of the camp environment and facilities.
5. Make a final written evaluation.

**Skit
Coordinator**

RESPONSIBLE TO: Youth Ministries Director

SPECIFIC RESPONSIBILITIES:

1. Working with Assistant Skit Coordinator and other SST staff, develop and coordinate skit ideas for the opening day video and Chapel sessions that convey a spiritual truth relating to the summer theme.
2. Supervise final development, practice and dress rehearsal of skits for the opening day video, weekly "saga", and stand-alone skits during SST training.
3. Working with the A/V coordinator and/or Assistant Skit Coordinator, direct and

film opening day video.

4. Adjust and supervise further practice throughout the summer, as needed.

Staff Relations

RESPONSIBLE TO: Youth Ministries Director

SPECIFIC RESPONSIBILITIES: Keep tabs on the relationships and general staff environment among the staff. Be approachable, experienced on SST, and well grounded. Job description to be further developed

Summer Program Secretary

RESPONSIBLE TO: Youth Ministries Director

RESPONSIBILITIES: Work together with the APD, Youth Ministries Director, and others to create a camp atmosphere that encourages cooperation and coordination, and furthers God's work at camp. Work to integrate the various kinds of staff who pass through the office and generally exercise hospitality throughout.

For Opening Day:

1. Have Activity slips ready for counselors to pick up prior to camper arrival.
2. Copy & distribute CAMPERS WITH SPECIAL NEEDS form from the Camp Health Supervisor before supper.
3. Assist with Activity scheduling.

General/Daily

1. Sell individual meals to camp visitors, as room is available.
2. General office procedures:
 - Be in the office as needed to answer the phone, greet visitors and page/call for emergencies.
 - Ring the wake up bell each morning.
 - Ring bell on time for all scheduled activities.
 - Answer the phone from breakfast through supper, except during Camp store and hour off; oversee use of the camp phone in compliance with camp guidelines.
 - Type and run off copies as needed.
 - Assist the Youth Ministries Director with scheduling as assigned.
 - Greet visitors and give needed information to them.
 - Keep the office neat and organized.
 - Sell stamps.
 - Hand out & collect cabin banking envelopes at the end of Cabin Time.
 - Open and run the camp store as directed by the camp store manager.
 - Keep a weekly log of attendance by racial breakdown.
 - See that Camper Decision Forms are received, properly filled out and processed.
 - Make sure any camper leaving camp is signed out and signed in.
 - Oversee that campers are all signed out on closing day.
 - Copy, distribute, collect and process camper evaluations weekly.
 - Make sure incoming staff and camper mail is sorted and distributed.
 - Take the flag down and fold it each evening so it is ready for flag raising.
 - Each evening: lock safe, turn off lights, close door to program office.
 - Last day of camp, give counselors remaining banking envelopes.

Waterfront Director

RESPONSIBLE TO: Assistant Program Director

RESPONSIBILITIES: In addition to fulfilling the qualifications and responsibilities of a "Lifeguard", the Waterfront Director shall also assume the following:

1. Oversee the camp waterfront as needed to operate in accordance with State requirements and camp objectives.
2. During Staff Orientation, communicate policies and procedures so that staff can effectively fulfill their responsibilities.
3. Give waterfront orientation during the welcome meeting on opening day.
4. See that the Buddy System is explained and enforced.
5. Be in charge of all waterfront personnel, encouraging them in their daily walk with God, and setting a tone that is conducive to spiritual growth.
6. Ensure proper swimming attire is worn on the waterfront.
7. Advise the Program Director of any waterfront related materials that need to be procured.
8. Submit a final written inventory of waterfront equipment and supplies to the Program Director making note of repairs needed and purchases recommended
9. See additional responsibilities under Leadership Team on page 10.

CAMP POLICIES AND GUIDELINES

CAMPER GUIDELINES (COUNSELOR EXPECTATIONS)

Counselors, share these guidelines with your campers opening day during cabin meeting.

1. Campers may not leave the camp except by parental or the Camp Director's permission.
2. Because of the camp's objectives and policies, drugs, tobacco, alcoholic beverages, fireworks, firearms, radios, clock radios, tape/CD players, MP3 players or IPODs are not permitted.
3. Everyone is expected to follow the schedule and be on time - scheduled meetings, meals, and activities are not optional.
4. Campers are to be in their cabins, on bunks and quiet during Rest Time.
5. Campers are to be in their cabins after lights out until 6:30am except for emergencies.
6. No physical contact is permitted between guys and girls.
7. Specific campground guidelines
 - a. Stay on the campgrounds (see posted map)
 - b. Guys stay out of girls' cabin area
 - c. Girls stay out of guys' cabin area
 - d. "Big Rock" is off limits to Junior camp 1 & 2 campers unless accompanied by staff.
 - e. The maintenance shop area and marked construction sites are off limits to campers.

1. No food is to be kept in cabins.
2. Camper cabins are to be kept clean and will be inspected daily.
3. No Graffiti is acceptable on camp property (i.e. Beds, mattresses, walls, furniture, doors, etc.)

The ONLY exception: Inside rustic summer cabins, but not on screens

4. Help keep camp beautiful by not littering.
5. Camper dress (Staff displaying the proper dress at all times):

Girls:

- Modest, one-piece swimsuits are preferred (T-shirts and/or shorts must be worn over high-cut leg, two-piece or otherwise inappropriate swimwear).
- Please don't wear halter-tops, midriffs or clothing with spaghetti straps or without backs or anything else that may be considered immodest. Dresses and skirts must be at least 2" longer than your extended arms and fingers.
- For senior & junior high girls, bras must be worn.

Boys:

- Boxer style swim trunks are preferred (shorts must be worn over Speedo style or otherwise inappropriate swimwear).

All:

- Shirts and shoes must be worn in the Dining Hall.
- Modesty of dress is expected at camp. Campers whose attire is not appropriate will be asked to change their outfit.
- Shorts must have 3-4 inch inseam.
- Pants/shorts containing butt prints or graphics are not permitted.
- Please don't wear crop tops or midriffs.
- Undergarments must be worn and must not show from under clothing.

12. Report injury or sickness to your counselor and the Health Supervisor.
13. Campers are not allowed to make or receive phone calls except in emergency situations, which must go through the Camp Secretary.

STAFF POLICIES AND PROCEDURES

CHILD ABUSE POLICIES & PROCEDURES

General

Child abuse is both morally and legally wrong. We are required to report to the Wisconsin State Department of Social Service and/or Marinette County Sheriff's Department any alleged physical or sexual abuse of any camper within 24 hours after the allegation is made known. This includes any allegation of abuse prior to the camper's arrival at camp.

In a camp setting physical abuse is most likely to happen when a counselor is disciplining a rebellious or unruly camper. Anything done to inflict pain while disciplining a camper is considered child abuse. No hitting, slapping, spanking, shaking, squeezing or any such type of punishment is permitted.

We cannot be too careful in the area of sexual abuse. Even the appearance of wrong or a false allegation can cause irreparable damage to the reputation of the accused staff member and the camp. Therefore all staff members must be very cautious in order to avoid doing anything that could be interpreted as sexual abuse. Even hugging can be interpreted as sexual abuse. Therefore a hug is acceptable but hugging is not. A hug is a single act of 10 seconds or less. Hugging is embracing or having one arm around a camper for more than 10 seconds. Staff shall not touch the genital area or buttocks of any camper.

Definitions

The Wisconsin Statutes, Section 48.981, listed four kinds of abuse:

1. **SEXUAL ABUSE** - Any sexual touching of children under age 18 by an adult or another child at least 4 years older than the victim, EVEN if the child seems to consent to the sexual touching.
2. **PHYSICAL ABUSE** - Non-accidental physical injuries or acts that create a substantial risk of serious injury that are inflicted or allowed to be inflicted.
3. **EMOTIONAL ABUSE** - A pattern of blaming, belittling, verbally attacking or rejecting a child, or demanding that a child assume responsibilities that he is incapable of handling.
4. **NEGLECT** - Failure, refusal or inability of a parent, guardian, legal custodian, or another person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.

Specific Procedures for LLBC

For Suspicion of Abuse AT LLBC

If a camper is suspected to have been abused while at camp, either by observation or through confiding in a staff member, the following action shall be taken:

1. If a staff member at Lake Lundgren is suspected of child abuse, the camp director or program director **MUST** be informed at once.
2. To the extent possible, the name of the informant shall be kept confidential.
3. The child shall be removed immediately from ALL contact with the suspected staff member until a determination has been made if the suspicion of abuse is legitimate.
4. Two permanent staff members (the camp director and program director under normal circumstances) will immediately confront the suspected child abuser.
5. If, after consulting the parties involved, either of the confronting staff members have reason to believe that any child abuse or neglect has occurred, or believe the child has been threatened and that abuse will occur, they shall report him/her to the proper authorities (Department of Social Service and/or Marinette County Sheriff's Department).
6. A statement shall be made ready for public release (see "Statement for the

Press" under Steps for Camp Director). Lake Lundgren Bible Camp will cooperate with all agencies in this matter including the media.

For Suspicion of Abuse BEFORE Coming to LLBC

If a camper is suspected to have been abused before coming to camp, either by observation or through confiding in a staff member, the following action shall be taken:

1. The counselor or staff member should counsel the child according to the guidelines called "Helping A Victim Of Child Abuse".
2. The staff member **MUST** inform **ONLY** the camp director or program director of the situation.
3. The camp director or program director will then follow legal procedures for informing the proper authorities (Department of Social Service and/or Marinette County Sheriff's Department).

Helping A Victim Of Child Abuse

After it has been determined that a child has been abused, the following steps should be taken to help the child

1. **LISTEN** - Don't panic or overreact. Give the child permission to talk about the abuse to you. Listen carefully to everything the child says, and note his/her behavior. Don't fill in words for them. Ask leading questions.
2. **BELIEVE** - Never criticize the child or claim that the child has misunderstood what happened. Support the child for disclosing. It is not your responsibility to determine whether the allegation is true. Children seldom lie about abuse.
3. **PROTECT** - Take the child to a private place with either the camp director or program director, or (with their permission) another discrete adult in whom the child will be likely to confide. Discuss the situation **ONLY** with the camp director and program director. Avoid repeated interviews about the incident. **DO NOT** make the incident the topic of conversation with other staff. Never promise that everything will be okay. Promise that you will do what you can.
4. **AFFIRM** - Children who have been victimized may feel sad, angry, fearful, anxious or depressed. Accept and understand the child's feelings. Avoid telling the child how he or she should feel. Rather, emphasize that the child is not to blame for what has happened. Praise him for his courage and honesty, and promise that you will get help. **DO NOT** promise that the abuser will not be arrested, only that you will see that he or she receives help so that the abuse stops.
5. **REFER** - Tell **ONLY** the camp director and/or program director. Follow up to be certain that a report is made to the child protective services agency. **DO NOT** attempt to handle the problem alone. This is important for the well being of the child as well as for your own protection. As a childcare custodian, you are mandated by law to report child abuse.

GENERAL STAFF GUIDELINES

Doctrinal Issues All staff shall be in agreement with our Statement of Faith, evidenced by signing the staff application. While on staff please be careful to concentrate on the basic doctrines stated in our Statement of Faith. Please do not misrepresent the camp's position, since Lake Lundgren Bible Camp does not hold to a specific position on: methods of baptism, specific time sequence of end time events, spiritual gifts, eternal security, etc. Please do not use Lake Lundgren Bible Camp as a forum for such issues.

Open Admission Policy

This ministry is open to all persons without regard to race, color, national origin, sex, age or handicap. If you feel you have been discriminated against please contact your supervisor.

SPECIFIC STAFF GUIDELINES

Spiritual & Physical Health	<p>To keep spiritually "fit" will necessitate a daily encounter with the Lord Jesus Christ. We encourage staff to take the necessary time to spiritually prepare themselves daily.</p> <ol style="list-style-type: none">1. Staff are expected to attend church services of their choice each Sunday.2. To insure proper rest and in consideration of others, appropriate "lights out" times will be listed on staff schedules. Because of the very demanding nature of camp ministry, individual staff members are expected to get sufficient rest to maintain good health and energy levels needed to keep up with the pace of camp. Curfews may be enacted if individuals do not exercise good judgment in this area. Minors must be in bed by "lights out".
Conduct	<p>All staff are expected to set an example by complying with all Camper Guidelines unless directed otherwise by these Staff Guidelines or their specific Job Description (including weekends at camp).</p> <p>Interpersonal relationships are important. However, relationships that hinder the ministry in any way are not in keeping with camp's goals and objectives. Staff members involved will be told to modify that behavior.</p>
Staff as Role Models	<p>Staff members have a tremendous opportunity to positively influence campers, particularly in the area of dress, appearance and language.</p>
<i>Dress & Appearance</i>	<p>Staff dress and appearance is above and beyond camper dress expectations (see page 14). Staff are expected to be neat, clean, and modest in dress. Good judgment is expected in selecting attire that is not specifically addressed herein. First impressions are an important part of a parent's feeling of trust and comfort when leaving a child at camp. The following shall be observed by staff:</p> <ul style="list-style-type: none">• No earrings for guys.• No body piercing.• Tattoos are to be covered.• No bare midriff.• No miniskirts.• No ragged or torn clothing.• No plunging necklines.• Shorts should be modest, 4" inseams preferred.• Women: bathing suits are to be modest and one-piece.• Men: bathing suits are to be modest boxer style trunk.• Undergarments should not be exposed.• Inappropriate language and graphics on clothing is prohibited.• In all other areas modesty is the rule.
<i>Language</i>	<p>Staff members are expected to refrain from swearing, crude language, gossip, slander and any other inappropriate language that does not edify, encourage or otherwise glorify God.</p>
<i>Alcohol & Tobacco</i>	<p>Staff members shall not possess or use alcohol and/or tobacco products while at camp.</p>

Safe Food Handling Guidelines (for the Kitchen, Dish Room & Canteen)

1. Approved hair restraints (hair net, hat, visor or kerchief; long hair must also be tied back) must be worn in the Kitchen area by everyone preparing food.
2. Clothing worn in the Kitchen, Dishroom and Canteen must be clean and regularly laundered. Aprons will be worn in the kitchen by everyone preparing food.
3. Short, clean fingernails, without polish, are required for anyone handling food or clean dishes.
4. Frequent hand washing is required for anyone handling food or clean dishes; bring special hand lotion if your skin needs it.
5. Never handle ready-to-eat foods with bare hands.
6. Jewelry (watches, earrings, necklaces, rings) is a hazard in the kitchen and a hindrance to hand washing; wearing wedding rings only is preferred.
7. If you suspect you might be ill, inform your supervisor before beginning any work with food or dishwashing.

Cleanliness

Staff come from all backgrounds and may have differing standards of cleanliness. Additionally, some staff cabins may have a mix of SST and volunteer staff. In order to make serving at camp a more enjoyable, rewarding experience cabins shared by multiple staff should be picked up & presentable. It is common courtesy to your fellow staff. To facilitate this, staff cabins may be inspected daily.

Staff Cabins

Camp Grounds & Facilities

Each staff should take part in keeping the camp clean, including lounge and meeting areas. If you see something that should be done, please do it or notify the appropriate staff person of the item/area needing attention.

Time Off & Weekends

Working at LLBC is not your typical summer job. It involves long hours and living/interacting with other staff in close proximity. Time off for staff shall use the following guidelines:

1. Non-counselor staff may go off camp property one night during a camp week (see 2. and 3. below), unless otherwise specified by the Youth Ministries Director.
2. For permission to leave camp property during the week staff must obtain permission from the Youth Ministries Director (please plan accordingly).
3. Time off activities shall not interfere with camper activities.
4. Staff serving multiple weeks have off at 3:30 pm (or completion of closing chores) on closing day through 10:00 am of staff orientation day (unless specifically scheduled otherwise).
5. Radios, tape/CD/MP3 players and IPODs may be used on camp between completion of closeout chores on closing day and breakfast of opening day. It is the staffer's responsibility that his/her music does not disturb others. Radios, tape/CD/MP3 players and IPODs are not to be in cabins during the week.
6. Laptops may not be used for music or movies while camp is in session.
7. The camp's TVs/VCRs/DVD players are not for personal use.

Food and Meals

Staff may keep personal snacks in the staff refrigerator in Program Central. Please mark your name on your foods. Other guidelines are as follows:

1. No one is allowed to help themselves to snacks in the kitchen unless given permission by the head cook.
2. Only authorized staff are allowed in the Canteen. Items may not be charged at the Canteen or Camp store.
3. Staff 19 and older are to drink milk from jugs marked with an "A" which can be found on staff tables and the serving counter. All other staff as well as the campers drink milk from unmarked jugs. We receive reimbursement from the government for milk consumed by those 18 and under.

4. Staff Tables: There are usually 5 staff tables (2 inside and 3 outside in white tent). You are welcome to sit at any of the five tables. Watch the daily schedule for special meetings during meal times when counselors or missionary staff have a meeting in the white tent. If you are not involved in the meeting, please find a seat at another table.

Office Equipment

1. Summer staff authorized to use the copy machine include: Leadership team members and summer program secretary.
2. Two computers are available in the lounge to summer staff for letters and e-mail. To use for e-mail and/or Internet access, you must sign the use agreement form in the upper office.

Computer Policy

Personal Use

Camp or staff owned computers are not to be used for any purpose that would be inconsistent with our mission and Christian testimony. Personal use of camp and staff-owned computers is allowed when not "on duty" but should be limited to 15-20 minutes per day *while camp is in session*, understanding that the purpose of staff serving at LLBC is to minister to campers and in fellowship with other staff. This should allow staff time to check e-mail, correspond with family and friends and conduct any necessary personal business. This will also keep the two summer staff camp computers from being dominated by just a few staff. This does not include usage related to your job at camp, support raising, camper follow up, etc., but staff still must be mindful of others desiring use of camp computers. However, if more time is needed for necessary personal business, e.g., college correspondence, job search, etc., notify the Youth Ministries Director.

Internet Access and Use, Social Networking Sites

Use of the internet may be used for camp related research and purchases, personal and camp related correspondence, personal and spiritual growth, educational pursuits, and personal purchases. Recognizing that social networking sites have become the norm for communication among teens, young adults, and even older, staff may use Christian sites or more respectable secular sites, such as Facebook, particularly for staying connected to supporters and campers. However, personal use should be within the limits noted above. Staff are not permitted to use LLBC's internet service, via wireless or Ethernet, on their own personal computers.

Inappropriate Content

Inappropriate content shall not be displayed and/or downloaded on camp or staff-owned computers. This includes sexually explicit or suggestive images, messages, or cartoons; gambling; illegal downloads; peer-to-peer file sharing (BT); internet TV; online dating; etc.

E-mail Usage

E-mail is to be used for corresponding with family and friends and to conduct any necessary personal business. When using camp computers, staff shall NOT:

1. Send junk mail, chain e-mail, offensive or vulgar messages, or in any way sign-up to receive non-camp related advertising or forwards.
2. Assume confidentiality of content.
3. Use camp's e-mail system for commercial ventures, political causes, outside organizations, or other non-job related solicitations.

Personal Computers

Use of staff-owned computers is allowed following the guidelines above. Additionally, staff-owned computers are permitted in cabins when camp is not in session. When camp is in session, staff-owned computers are permitted in the staff lounge, Discipleship Room, and camp office spaces (not in cabins).

Bringing staff-owned computers is at the staff member's own risk. Camp will not be held liable for any damage, loss or theft. It is recommended that staff store their computers in a secure space not accessible by campers.

- Telephone Calls** The camp telephone (715-324-5457) is a business phone and must be available for camp business as well as emergency calls.
1. Please do not plan to receive incoming calls other than emergency calls.
 2. Please plan to make any personal calls (only local, credit card or collect calls) during time off, using the courtesy phone in the lounge, not the Office phone, limiting calls to 5 min. maximum.
- Staff Shirts** You can pick up your complementary staff shirt in the upper office in the Dining Hall hill prior to lunch. Staff will wear their shirts on the afternoon of opening day and are encouraged to wear them on closing days.
- Name Tags** Please wear your staff nametag on opening and closing as a minimum and turn it in at the upper office before you leave.
- Prayer** All staff are invited to take part in a prayer circle after the last activity each day; staff are matched up with a weekly prayer partner. Check the list on the bulletin board in the Dining Hall.
- Maintenance Needs**
1. Please report breakage or maintenance needs in writing immediately.
 2. Maintenance slips are to be filled out and left in the proper mailbox slot in the Dining Hall.
 3. For after-hours maintenance emergencies, call Don Schroeder (324-5032) or if not available, call Doug Browning (324-6336).
- Medications** The following policy regarding medications will be observed:
1. Staff (NOT counselors), 18 or older, can be responsible for their own medications.
 2. Counselors must turn in prescription medications to the Camp Health Supervisor to be dispensed as needed or keep them locked in their car.
 3. All minor staff and camper medications, including aspirin, are to be turned in to the Camp Health Supervisor on opening day.
 4. Staff (other than the Camp Health Supervisor) will not dispense any medication to campers under any circumstances.
- Minor Staff Guidelines**
1. An adult staff or SSTer will be assigned to act as counselor for minor staff.
 2. Minor staff are expected to respect his/her counselor and abide the camp rules, failing to do so may result in termination of volunteer position.
 3. Lights out rules must be enforced and obeyed.
 4. If minor staff fails to meet these expectations, the Youth Ministries Director, Program Director or Camp Director must be notified.
 5. Minor staff will not be allowed to stay on camp property when staff is not expected to be present unless a parent (or guardian with written consent) is present. This would include most weekends and any extended weekends. If there is an unusual circumstance in which the minor staff member is unable to go home and alternative arrangements cannot be made, the parent shall notify the program staff as soon as possible.
 6. Minor staff should plan to arrive the morning of the first day of camp. Should a minor staff need to arrive before the first day of camp, they shall notify the program staff prior to coming and plan to arrive no earlier than 6 p.m. the day before camp starts unless a parent (or guardian with written consent) is present.
 7. Minor staff shall be limited to 6 weeks of volunteering during the summer camping season.
 8. Minor staff will not be leaving camp property while camp is in session unless it is for a camp sponsored activity.

Vehicle Use by Summer Staff	<ol style="list-style-type: none"> 1. During the week personal cars are to be parked in the parking area, noted on the camp map; please move your car to the parking area prior to lunch. 2. To use any camp utility vehicle you must: be at least 16, have specific permission from the Program Director or Maintenance Director, and be trained in the safe operation of that particular vehicle. 3. No staff may drive a camp truck or van unless they have permission from the Maintenance Director, Youth Ministries Director or Program Director, are at least 21 years of age, and are listed on the camp's insurance policy.
Staff with Children as Campers	<p>Please be careful to allow your child to experience camp as campers and to experience a positive relationship with their counselor. Parents should not interfere with the counselor's role as their child's leader for the week. Remember, your child is here to be a camper, and you are here to serve, not to spend time with your child. If you have any questions or concerns, please talk with the Youth Ministries Director, Program Director or Camp Director.</p> <p>Any staff with children with them who will be campers can register them immediately after lunch in the Dining Hall.</p>
Staff with Children Present	<p>Other than Bible Teachers and Camp Missionaries, volunteer staff that desire to bring their children with during their week here should call the Program Director to ensure there is suitable housing for the family. Additionally, the parent needs to ensure that his or her children are supervised as necessary and do not provide a distraction in carrying out the volunteer's responsibilities.</p>
Visitors	<p>All visitors to the grounds are guests, and we expect them to be treated as such, both in our actions and our attitudes.</p> <ol style="list-style-type: none"> 1. Please have any visitors or guests check in at the office, where they can pay for any meals they might be eating (if space is available). 2. Overnight guests are discouraged. Requests for exceptions are to be approved by the Youth Ministries Director or Program Director. 3. Minors under 18 are not permitted as weekend or day off visitors unless with their family.
Waterfront Use by Staff	<ol style="list-style-type: none"> 1. Swimming: As long as the camp electives or activities are not interfered with, parents can take their children wading (knee deep) while they are present and watching them (without the presence of a lifeguard). 2. Boating: Boating during open boating times or may follow the family camp boating regulations when campers are not in or near the waterfront area. Family Boating Regulations: <ol style="list-style-type: none"> a. Every boater must wear life preserver b. Rowboats, paddle boats and canoes can be used during daylight hours providing a responsible adult (18 or older) is in each boat. c. "Sign out" in the boathouse and "Sign In" upon your return.
Evaluation of Camp	<ol style="list-style-type: none"> 1. Each staff member is asked to objectively evaluate the camp program and give suggestions on an evaluation form.
Emergency Procedures	<ol style="list-style-type: none"> 1. In the event of an emergency (lost camper, tornado etc.), the bell will ring continuously, and all campers and staff are to meet at the top of the hill for further direction. Tornado emergency: Campers will meet with their counselors in the Dining Hall basement and line the interior walls away from windows. If time permits, waterfront staff are to check to see that boats are pulled and tied, then report to the Dining Hall basement. Office staff are to check radio and weather broadcasts. All other staff are to help counselors get campers into the Dining Hall basement.

CAMPER CHARACTERISTICS

(These characteristics have been summarized from Chapter 4 "Why's He Like That?" of Help...I'm a Camp Counselor by Norman Wright (Glendale, CA, Gospel Light Publications, 1968) pp. 45-63.

CHARACTERISTICS OF THE YOUTH CAMPER

Physical

The youth camper is a bundle of energy. He is very active and just loves to do things. He doesn't walk from place to place - he runs. DO is the word for the youth camper. He is strong and healthy at this age, and the susceptibility of early childhood is passing. The smaller muscles are developing. He still needs proper food, rest and supervision. The growth rate is slowed and he is beginning to fill out. Girls at this age are sometimes taller than the boys. He really loves the out-of-doors and doesn't like to feel penned in. He likes the difficult and competitive and notices the accomplishments of others. If he is interested enough, and is challenged, he will practice constantly to accomplish his goal.

Mental

At this stage he has many interests. He is inquisitive and wants to know "why" and what makes things tick. He likes to read; he enjoys history and geography and is developing a great interest in facts. His ability to memorize is very sharp and he has great capacity for retention.

This is an age of realism and he enjoys real life stories. He is able to draw general conclusions and is beginning to note relationships. At times, he can be quick to jump to conclusions and care must be exercised to point out all sides to him. His attention span is lengthening and can be from 20-40 minutes.

Social and Emotional

He can accept some responsibility, but he does not like authority over him. He is striving to become more independent. BUT he does respect authority and wants limits. The gang stage is present and the leadership within the gang shifts according to the activity. His friends are sought out from within his own age group and he favors his own sex.

Within the past few years, the youth age camper has been paying more attention to the opposite sex than before. From this, we may run into a youngster who is quite interested in the opposite sex. For the most part, however, there still exists some good-natured antagonism between boys and girls.

The youth camper is very proud of any newly acquired skills and lacks patience with a younger child who cannot do as he can. Teamwork is important and so are contests. They are hero worshippers now, but they are also very conscious of their own abilities and enjoy telling about past deeds and exploits. Fairness and honesty are concerns and they usually give in proportion to what they receive. Any recognition that they can elicit from you is gratifying. Their frankness may sometimes surprise you.

Be alert to discern the truth in what they tell, as exaggeration can be very common.

Emotionally, they have just a few fears at this age but the present day pressures are ever increasing. As the pressures have increased, their effects can be evidenced in some of the distorted and disrupted lives you may find, even in this age. Knowing the environmental background of your campers will aid you in your counsel. Quick temper is a problem; they may flair up without a moment's notice. A well-developed sense of humor characterizes this group and adds to the delightfulness of working with them.

Spiritual

It is very difficult to distinguish spiritual characteristics from the others; the spiritual area of a person's life cannot be divorced from the other aspects. A few facts may be helpful. A youth camper can understand Bible doctrine now and knows what sin and salvation are. In fact, this is one of the peak ages for commitments to Christ. The youth camper doesn't completely grasp symbolism and doesn't really appreciate it, either. Object lessons should be selected carefully, or he will never get the point.

He will raise real and pertinent questions about Christianity and your answers should be truthful and scripturally based. If you do not know the answer, admit it and attempt to find out. He needs Biblical principles on which to base his actions. Avoid emotional appeals in presenting Christ to this age group.

CHARACTERISTICS OF THE JUNIOR HIGH CAMPER

This age has been labeled the "mixed-up" age, or the "time of turbulence", or yet the "goof-off" stage. No matter what you call it, it is an age of transition.

Physical

This is a period of rapid, and sometimes uneven growth with an abundance of energy. He may appear to be as strong (and sometimes as big) as an adult, but awkward as a new-born colt. The teen feels increased energy and strength, but hates to admit that he is tired or that he should slow his pace. Girls physically are ahead of the boys. This is the time of puberty, and there are definite physical changes taking place in both sexes.

Mental

At this time, this teen camper is nearing the adult level of mental capacity. There is a greater ability to exercise reason and judgment, and he will do so if given the proper conditions and opportunity. He likes to use his imagination and investigate. If real life is lacking and dissatisfying, he can retreat into a world of fantasy and satisfy his needs somewhat in this manner. However, if life can be made enjoyable and meaningful enough for him, this is a much more suitable alternative. He is alert and delights in competition. Quizzes and the opportunity to grapple with thought problems can be a real challenge to him now.

He verbalizes his likes and dislikes very adamantly. This, however, is generally balanced with a good sense of humor.

Social

The teen camper seems to become more preoccupied with social activities the older he becomes. The younger teen likes gang or team activities, but as he matures, he becomes more interested in social contacts and parties, and resents the younger teenagers. There are many adjustments to make at this time, and the problems that arise seem to dominate his entire life and affect everything that he does. Studies in school may falter during this period as these other interests have precedence now.

Both boys and girls now have more interest in one another and there is increased dating and going steady with this age group. Group activities are still popular. In addition, the teen feels less conspicuous and more comfortable or safe in this situation. Clowning around and showing off are very normal for him.

He has a strong desire to be treated as an adult and not as a child. Adult restraints are cast aside, or at least he attempts to cast them aside. The desire of an individual is strong and any type of control by adults or exercise of authority may be resisted or resented.

Emotional This is a trying time and one of upheaval. Frustration, new and uncontrolled emotions, impulsiveness, and uncertainty - all these characterize the young adolescent. He is unpredictable. This is all involved in his thrust for independence. He finds it difficult to make the transition from childhood to adolescence, and he lacks confidence. Acceptance is very important, particularly with his own peer group. The opinion of adults does count, too. Because of his uncertainty, he sometimes is willing to try just about anything. Much of this is due to the fact that he may not know what he really wants. His outward emotions or reactions may be the opposite of what he is really feeling. He seeks to shield his true feelings.

Spiritual This can be a time of spiritual awakening as well as a time of doubts. All questions should be dealt with honestly and scripturally. Let him ask questions and help him answer them. His spiritual development will depend upon his church background, Bible knowledge and comprehension. This is another age in which many make decisions for Christ, but the appeal must not be made on the basis of emotion. All Bible study must be relevant and directed toward his needs.

He can derive satisfaction from the Scriptures and from a time of personal study. Some of the newer versions make this a much more meaningful experience, and it is the wise counselor who goes prepared with several good versions of the Bible. Prayer will be very personal and self-directed at this time, but he can learn to be concerned for others.

CHARACTERISTICS OF THE SENIOR HIGH CAMPER

Physical For most senior high campers, this is the time of reaching physical maturity. They abound in energy. Their coordination is being refined. They are mature sexually.

Mental The senior high camper wants reasons when you ask him to do or believe something. He questions constantly, and has reached the peak of his ability to learn. He thinks logically, he investigates, evaluates and wants to make his own decisions. Arguments are common, as he likes to think that he has the last word and is right. Because he is so close to adulthood, the drive for independence is very evident and the sense of being capable of handling his own affairs is prominent. Vocational interest is one of his major concerns as school and home are pressing him for a decision in order to guide and direct his future schooling. Imagination is vivid but he is concerned with reality.

Social The social area is often one of the most important in his life, and he must be accepted by the right people, club or clique, or his world crumbles. Often he sacrifices his own values in order to be accepted. Going steady is very common and provides security. The area of sex poses many problems, and most high school students have conflicts over the extent of their sex behavior. Even those with strong moral standards have difficulty controlling this impulse. Boy-girl relationships sometimes dominate and control every area of his life, including his involvement in the church.

Emotional Emotions are still intense and fluctuating, but the high schooler is beginning to be more stable and dependable. He is sensitive and may keep his feelings to himself and attempt to conceal them. His needs range from security to thrills, and he is aware of how he appears and feels. The future offers some uncertainty, as he must consider many possibilities.

Spiritual

This can be a time of spiritual conflicts and doubts, but it can also be a time when there is a warm, personal faith. It is a period when many drop away from the church because of the influence of friends or the lack of a well-developed faith, or perhaps because the church fails to reach them. Give the young person leadership in thinking through the great and important doctrines of the Christian faith. Dogmatism is disliked in others, but he will appreciate and accept the authority of the Scriptures if you honestly deal with his doubts. The faith of another Christian can have a stabilizing influence on him. The high school camper needs to have an active and expressive faith. Motivate and utilize him in Christian service, or he may be lost to Christian service in the future.

COUNSELORS HELPFUL HINTS

{Selections entitled The Counseling Process and Using the Word of God are adapted from Creative Camping by Joy Mackay (Wheaton, IL: Victor Books, Scripture Press Publishers, Inc., 1977)}

THE COUNSELING PROCESS

How Jesus Counseled

Do a study of the Lord's dealing with the woman at the well (John 4) and Nicodemus (John 3). Notice how the conversation began, the level on which it began, how it progressed, and where the Lord was able to lead them.

Helpful Steps in Counseling

Be sensitive to the camper who is trying to make contact with you. Be available!

DEFINE THE PROBLEM - Listen, LISTEN, LISTEN! To what the camper says, how he says it, and what he doesn't say. Listen for feelings. Listen for distortions. Your job is to listen, to reflect, and to clarify what he is saying. Try to summarize for the camper what he has said. This is one way of helping him define his problem, so he can see it more objectively. Remember that often just talking about a problem is good therapy.

INSIGHT - Your job is not to solve the camper's problem but to help him gain insight so he can find the solutions to his problems. Beware of hurriedly giving him a verse of Scripture and telling him to pray about his problem before he has gained insight or understands the problem himself. But after the real problem has been exposed and defined, introduce a passage of Scripture that will help him. Let him see how this verse fits his situation.

SOLUTIONS - Help your camper discover one or several courses of action leading to a solution of his problem. Perhaps setting up a balance sheet of pros and cons will help him decide on the correct course of action. Remember that counseling is a process of solving problems WITH people, not for them.

FOLLOW-UP - Keep your list of names, addresses, ages and even birthdays. Use this as a prayer list for the following year. Also, keep in touch with your campers. Try to get them into a sound church where the Word is preached. Keep in touch with them through correspondence, round robin letters, birthday and Christmas cards, camp photo exchanges, and cabin reunions. If you know of another Christian who lives near a camper, put him in contact with the camper.

Helpful Hints

Avoid saying, "When I had this same problem..." or your camper may feel that your solution must be his too. Perhaps it isn't!

Be shockproof. Campers may test your reactions with true or false stories to see if you condemn him as a person. You can disagree with what he has done, but do not reject him.

Keep confidences. Resist the temptation to share some tidbit of confidential information, even to "get others to pray about it." What your camper has told you in confidence is not yours to share. Such information has a way of getting around, and your counseling ministry to that camper will end. Be aware, however, that some information must be shared with proper authorities (see "Child Abuse", and be honest with your camper throughout.

Don't jump to conclusions as soon as a camper begins to talk. Be careful not to treat his surface problem. Wait to get to the root of the real problem. (A Band-Aid doesn't help a broken heart.)

Don't try to cram a lot of information into him. Let him do most of the talking.

Show concern for his physical comfort. Don't keep him standing or sitting on a fence or window ledge. Make him comfortable and relaxed.

Be interested in him without being nose-y.

Be friendly, outgoing. (If you aren't that kind of a person naturally, you can be that kind of a person SUPERNATURALLY!)

Be careful not to identify with one side of a situation. Listen to all sides before passing judgement or trying to help a camper.

Be honest with your camper. If he asks you a question, give him a truthful answer. Be available to campers and approachable.

By faith, commit your campers to the Lord.

USING THE WORD OF GOD

Personal Quiet Time

Camp is an ideal place to help campers form the habit of having their own quiet time. There is no practice more basic to the Christian's spiritual growth and maturity than the habit of feeding on the Word and finding answers to problems in the Word for himself.

Try to direct your cabin group to Scripture passages that will meet their needs. Ask thought-provoking questions, or direct your campers to look for specific things in each passage, so that the reading will be meaningful to them.

If the weather is nice, take your campers to a quiet place - the ball field, lakefront, Big Rock - keep everyone in the same area, but spread out enough to feel "alone".

By your attitude, help campers approach quiet times with expectancy. Your Christian campers should expect God to speak to them. If they do, God will not disappoint them.

Helpful Instructions for Campers

Some helpful instructions for your campers:

1. Begin with prayer, asking God to help you understand what you read. Read the passage of Scripture out loud if possible. Read slowly and look for definite truths:

Is there a sin that I should avoid?

Is there a promise to claim?

Is there a command to obey?

Is there a blessing I ought to enjoy?

Is there an example to follow?

What can I learn about God?

Is there a thought to take with me through today?

What can I learn about myself in this passage?

Write down the answers to these questions.

2. Think about what you are reading. Should what it says make any difference in the way you live?
3. Talk to the Lord about what you have read - confess, obey, thank, and worship.
4. Plan how you will put these truths into practice in your life today.
5. Plan to share with someone what God has said to you this morning.

If you have young campers who cannot read well, you may have to read for them. Then let them answer some questions. Be careful not to lecture!

If you have a camper who has never had a quiet time, go with him the first day and hold a quiet time with him. You may take turns having devotions with your campers. You can get to understand a camper better by sharing a morning quiet time with him. And it may provide you a rich counseling opportunity.

Cabin Devotions

Cabin devotions is a time when each cabin shares time in the Bible learning one basic truth that is relevant to the campers.

General

1. Spend your time teaching the basics. Don't make a habit of sharing controversial topics.
2. Make sure the campers know that your opinion is just that, and not a statement from LLBC.
3. Do not teach any non-issues (see page 22, Doctrinal Issue).
4. The time LIMIT is 30 minutes. Try for 20, and you shouldn't have any problem. Over 30 minutes should/will be a rare exception.
5. Take away 5 minutes of free time for every 1-minute the campers are late for cabin devotions.
6. "Guest speakers" from camp may be used (maximum 1 per week, not Monday or Friday unless unusual circumstances warrant it). The counselor is responsible for all teaching done in cabin devotions. Guest speakers must be:
 - a. a committed Christian presently on staff at LLBC
 - b. at least 18 years of age (exceptions may be okayed by Youth Ministries Director or Program Director under special circumstances).
 - c. the same sex as your cabin (exceptions may be okayed by Youth Ministries Director or Program Director under special circumstances), and
 - d. an authority on the subject you want presented.
7. Cabin devotions may be done with two same-sex cabins together if the topic is relevant to both cabins. (Maximum of 2-times/ week)

Teaching Specific Topics

Don't teach a specific topic more than once to your cabin. Topics include:

1. Sexual issues: Talk about types of love, marriage, standards (Bible, parents, camp). Don't talk about personal experiences.
2. Satanism, spiritual warfare: Emphasize Christ's victory and Satan's limitations. Don't downplay the reality, but don't overemphasize Satan's power especially if they seem hungry for it.
3. Music: talk about Biblical choices and ways to praise God, but not the value or lack of value of specific types of music.

When considering a specific topic, a good rule of thumb is "What does the Bible say?" Teach what it says. If it says nothing about a topic, perhaps you shouldn't either. A second good question is "Am I an authority on this subject?" If not, find the authority or don't address the subject. Generally, these topics are secondary to the issues of knowing God through Jesus Christ, and learning to live for Him.

LEADING CAMPERS TO CHRIST

Leading a Camper to Christ

These steps are taken from Joy MacKay's book, Creative Camping, chapter 6, pp. 67-68. (See end of this chapter for full reference.)

Young campers want to please their counselors. When a public invitation is given to accept Christ, some may raise their hands at every meeting in order to please you. Others will "go forward" because their friends are going, or because they are tired of sitting still and crave movement. If a camper responds to an invitation, ask him WHY he came forward. Does he know that he has sinned? Does he understand that he deserves to be punished? Does he know who Jesus Christ is? Does he understand that Jesus Christ took his punishment in his place?

Do not overwhelm him with many Scriptures, but use one or two verses that he can understand. Avoid theological terms and the symbolism so often used with adults, which young campers do not understand. "Letting Jesus into my heart" and being "born again" are symbolic terms that are not easy for young campers to grasp. One seven-year-old camper told his counselor when asked to let Jesus come into his heart, "NO, I would bleed to death."

A young mind thinks in concrete terms. He understands the difference between right and wrong and knows that doing wrong is sin. He can believe that he has sinned (Rom. 3:23). He can understand that wrong must be punished (Rom. 6:23). He can understand that Christ, God's sinless Son, took the punishment for his sins (John 3:16).

Let your camper pray, asking God to forgive him. Let him pray in his own words, thanking Jesus for taking his punishment on the cross (John 5:24). You may insert the camper's name in a verse of Scripture (such as John 3:16, 3:26, or 5:24). Explain any words in the verse that he may not understand. Have your camper tell you in his own words what he did and what Christ did for him.

Don't try to tell him everything you know about salvation at the time of his new birth. During the week, in quiet time and Bible study and cabin devotions, you can help him grow in Christ. Also make it a point to spend some time alone with the new convert.

An older camper can more easily understand God's plan of salvation. He can realize his lost condition, and be willing to be saved from his sin through God-given faith (Eph. 2:8-9). He can know who Christ is and what He has done for him. He can come into a personal relationship with Christ, an all-important step that many take at camp. Counsel with him as an individual, so that he understands clearly what he is doing. He may have raised his hand in a meeting when he was younger, yet never have had a genuine experience with Christ. If so, he may feel that he has tried Christianity, but it doesn't work. At this point he may be disillusioned or confused. It is your privilege and responsibility, as his counselor, to help him anchor his faith in Christ, the Savior set forth in God's eternal Word.

Camper Follow-up

If you lead a camper to Christ or assist with a commitment, you have the key responsibility in the follow up of that camper. Please be diligent to do the following:

- a. Pray for their spiritual growth,
- b. Make sure they have a Bible; date and sign it (available in the Summer Program Office).
- c. **Complete the Camper Decision Form** and bring to the Office within 24 hours.

- d. Encourage campers who've made commitments to talk with their counselor, the Bible teacher, or the missionary, about the decision he/she made,
- e. Write, e-mail, or call the camper during the year to encourage them in their growth, direct him/her to Camp's website at www.llbc.org for online resources.

Additionally, it is your responsibility to follow-up with **all** your campers. Please do an adequate job staying in touch and praying for your campers after camp. We realize it is impossible to keep in contact with all your campers, but please do so with those you feel need it the most. If you need assistance retrieving camper contact information, please do not hesitate to contact the camp office.

CAMPER DISCIPLINE

General	Remember that children are children and not adults. They need supervision and direction. At the beginning of camp, the counselor should give them his/her expectations and then follow through as needed. Catch the first offender the FIRST time and do something about it.
Procedure For Camper Discipline	Be firm in all your dealings with campers. Be firm, BUT LOVING! <u>Never discipline in anger.</u> No form of discipline should be used that could in any way harm, ridicule, shame or cause injury to a camper, his belongings, or camp property. Do not use physical contact or physical exercise to punish. Remember the Chain of Command: Camper - Counselor - Youth Ministries Director - Program Director - Camp Director.
1st Offense	For the first offense, remind them of the rule or policy they are breaking and explain why we have the rule. If it involves the use of one of the items listed in #2 of Camper Guidelines on page 20, it should be confiscated and turned in to the office; share the consequences of a second offense.
2nd Offense	For the second offense, carry through with the consequences you have set down previously. Some options: <ul style="list-style-type: none"> • Sweeping/mopping floors or blacktop • Withholding privileges (canteen, cross the Lake swims, etc.) • Policing the grounds for litter • Make the punishment fit the crime <p>In the case of a second offense involving an infraction of Camper Guidelines #2, the counselor will take the camper to the Youth Ministries Director or Program Director who will decide the punishment.</p>
3rd Offense	For the third offense, the camper will have jeopardized his privilege of being at camp. The counselor will take the camper to the Youth Ministries Director and Camp Director who will make the decision of whether the camper may remain at camp or not.
Opportunity	You may want to take advantage of the time of discipline. For example, if you have your camper pick up trash, go with them. Use the time to find out where your camper is spiritually or use it as a teachable moment. Recommended reading: "The Counselor's Role in Camper Discipline" - copies are located in the staff resource materials in the Den.

REST TIME

General

The daily Rest Time following the noon meal is mandatory. Campers must be in their cabins, on their bunks and quiet. It can be an opportune time for counselors to work with their campers. Use the time to plan skits, make up a cabin song or cheer, or plan a cabin activity for free time or Cabin Time. Perhaps there is planning to be done for a special camp activity - use this time. It is also a good time to get some rest - towards the end of the week you and your campers may need it. For younger campers, a continued story reading from a good Christian book can be very effective in keeping them settled as well as being meaningful.

CAMPER BANKING

Daily Banking Procedure

Each day campers will have the opportunity to use the camp "Banking System".

Daily Banking Procedure:

- Counselors and campers come to the office after Cabin Time each day for their cabin's banking envelope.
- Give each camper the amount of money they request marking the date, amount taken, and the new balance. NOTE: The counselor should be the only one handling money envelopes as they become responsible for all use of their money, teaching them principles of good stewardship.
- For Junior Camp 1 & 2 campers, give them only enough each day for their missionary offering, any bookstore items they may want and have enough money for, and \$3.00 a day maximum for the Canteen
- Closing day: any money left will be returned to campers that morning.
- NOTE: Counselors may include an envelope of their own with their campers' envelopes.
- All envelopes will be kept in the camp safe and are available only after Cabin Time.
- During Junior and Youth Camps, campers will be encouraged to deposit all their spending money in the camp banking system (opening morning as part of registration).

CAMPER FREE TIME

General

Camper Free Time is counselor PRIME TIME! Counselors should be busy doing things with their campers - NOT hanging around with other staff. REMEMBER: Camp is for the camper! Plan special times with your campers - take one or several on a hike, be a "buddy" with one at the waterfront.

ACTIVITIES

CABIN GROUP ACTIVITIES

General

Cabin group activities are most profitable because they are a means of drawing people together in a cabin group. They can be used for each camper to gain self-confidence in himself by feeling that he is an important part of the cabin group. The campers can also gain confidence in their friends and learn to work with their counselors.

The following activities may be used by one cabin group, or one cabin group can challenge another group to an activity (depending upon age groups and time allowed for activities).

Sports

- Disc Golf - split cabin group into two teams or challenge another cabin group
- Relay races - within your own cabin or between cabin groups
- Tetherball, ping pong tournaments - winners in one cabin may want to play winners in another cabin
- Basketball
- Volleyball (waterfront court and ball field court)
- Softball
- Kickball
- Round Robin ping pong
- Horseshoes
- Badminton on the volleyball courts

Waterfront

Sign up in advance to reserve your choice of activities offered your week.

- Boating
- Fishing
- Canoeing
- Sailing
- Swimming/Waterfront Activities

Other Ideas

- Have a question-and-answer period with the Bible Teacher, Missionary, Camp or Program Director.
- Practice camp handcraft skills.
- Hold a counselor hunt. Counselors hide within given boundaries and campers search for them; or have campers hide and counselors search.
- Play games on the ball field such as Kick the Can.
- Run the Obstacle Course.

RAINY DAY ACTIVITIES

General

Also note "Other Ideas" in the section listed above. There are books in the camp library, located in the Den, that give suggestions for rainy day activities. Note: A HOT shower and DRY clothes must follow any involvement in games played in the rain. The program areas may be used only if the area instructor is present and the area is open for camper use.

Ideas

1. Write letters home. Postcards are available through the office and Camp Store. Stamps are available through the office.
2. Play games such as concentration, charades, and table games. (Table games are available through the summer office. Return all parts of table games immediately after use.)
3. Dress up the counselor.
4. Play group games in the Cove or possibly in the Dining Hall.
5. Teach some basic First Aid.
6. Use the time to compose a cabin cheer or song.
7. Make up a progressive story, each person adding a bit to the story.
8. Memorize Scripture. Pray for each other, the camp, camp staff, and the camp Pastor. Make a prayer list of things to pray for when campers go home.
9. Draw pictures about camp.
10. Hold a Bible Drill and/or Bible Quiz, possibly on what campers have been learning in Chapels.
11. Have an off-season holiday party.
12. Exchange experiences such as most embarrassing, funniest, or saddest.
13. Talk about the future - what each camper would like to become.
14. Use the waterfront, if it is open.
15. Collect names and addresses, e-mail, and instant messenger names of each person in your cabin.
16. Plan a skit for another cabin group. Please follow skit guidelines - in the next section of this chapter.
17. Have a staff person join your group and have him/her share his/her testimony.
18. Have an indoor scavenger hunt.
19. Put on a talent show.
20. If lightning does not accompany rain, play Frisbee, volleyball, football, softball or possibly go for a hike in the woods.

SKIT GUIDELINES

Resources

There are books in the camp library, located in the Den, that give suggestions for skits. Please stay within the guidelines given below.

Skit props and clothes are available from the front right Chapel room. Please return ALL items to their original spots when you are finished. Note any repairs needed.

Guidelines

1. A good skit is one to which the whole group can relate, not just a certain segment.
2. Be very careful to use or develop good skits that honor and please the Lord.
 - Skits should in no way dishonor God by being disrespectful to Him or to the Bible.
 - Skits should not poke fun at any individual or place him in a position that may cause him to be embarrassed or offended in any way.

"But do not let immorality or any impurity or greed even be named among you, as is proper among saints; and there must be no filthiness and silly talk, or coarse jesting, which are not fitting, but rather giving of thanks." -Ephesians 5:3,4

CAMPFIRES

General

The time at the campfire circle overlooking the lake at sunset, singing songs and sharing testimonies can provide lasting memories for campers well into adulthood. This is one of the primary times at camp that campers can be captivated by God's creation and reflect on Him as creator. The key is a balance between fun "camp" songs, worshipful songs and sharing.

Segments & Sequence

Most campfires for teens and youth generally include 4 basic segments (in this order):

- Fun, action songs
- Fun, action Christian songs
- Serious quieter Christian songs
- A time for sharing (optional, depending on type of campfire).

Themes for Sharing

Sharing times are often more effective and easier to guide when there is a "theme" for the sharing time. If one doesn't seem to spark sharing, choose another. Staff should also share to model it and encourage the campers in their Christian walk.

- Things you're thankful for
- Commitments you've made this week
- Bible verses that are special to you
- Songs that are special to you (then sing them)
- Testimonies (not appropriate for youth camps - too easily becomes story-telling/non-Christ-centered)
- People who have helped you spiritually

SPORTS PROGRAMS AND RULES

ACTIVITY INSTRUCTION

Activity Classes Campers will have options from which to choose based on their individual desires and interests, and will then receive instruction and practice in classes taught by activity staff and counselors. Campers will have one activity class each morning. (Junior Camp 1 and 2 campers receive a more general exposure to activities).

- Objectives**
- A healthy atmosphere of fun
 - Teachable moments using the Word of God related to the activity
 - New activities and experiences
 - Good exercise
 - Skill development
 - Good safety practices
 - An appreciation for God's creation

PROGRAM CENTRAL SPORTS AND GAME EQUIPMENT

General Sports and activity equipment is available in Program Central located in the dining hall basement. Only full time and summer staff can use this equipment. Please notify the assistant program director of breakage or lost equipment. Instructors using equipment for Activity Class or planned recreation must return all equipment to its proper-labeled place in program central. Fishing equipment is located in Lakeside basement; be sure to return it as soon as possible and note any needed repairs.

Broken or Improperly Working Equipment If you find anything around camp at all that is not working properly or broken, please report them immediately by filling out a maintenance slip. Do not assume something does not need to be fixed if you think it has always been broken. This assumption is usually false and your assistance is needed in this to maintain the safety and enjoyment of camp.

SAFETY RULES

Archery & Air Riflery

1. No one is to shoot unless an instructor is present and gives directions.
2. The only shooting is on the range at the targets provided.
3. Those waiting their turn to shoot **MUST** stay behind those shooting and well out of line of the targets.
4. No one is to go in front of the firing line until so directed by the instructor.

Fishing

1. Those 16 or over must have a license.
2. Do not fish around the boating or swimming areas.
3. Do not leave fish hooks in boats.
4. Do not put fishing equipment in the boat house.

Swimming

1. Swim only when a lifeguard is on duty and swim only inside the roped off area.
2. All swimmers are to swim with a buddy.
3. You must pass the swim test to go past the shallow water rope.
4. Do not swim in the areas roped off for diving from the raft.
5. Do not dive from the dock into the shallow section.
6. Do not run on the raft or dock.
7. Do not swim under the raft or dock.
8. Do not push, pull or throw anyone into the lake.
9. Do not unnecessarily distract the lifeguards.
10. Sharp or glass objects or cans do not go past the waterfront fence.

Boating

1. A lifeguard must be on duty for boating.
2. Every boater must wear a life preserver.
3. Guards must check out first-time boaters.
4. No horseplay, splashing or boat tipping.
5. Getting in/out of boats is allowed only at the camp's boat dock area.
6. Stay with your boat if it overturns: it floats.
7. Use only seat cushions for seat pads or kneeling pads.
8. Properly replace boating equipment after using it.
9. Stop paddle boats before you reverse the direction; stay out of the "Fun Bug area".
10. Please stay off the boat docks when no lifeguard is there.
11. Youth Camps: Those who pass the swim test can take out any boat. Those who have not can take out row boats or paddle boats. Any camper can go in a canoe or sailboat with an adult.
12. Family Camp Only: During the day, without a lifeguard, an adult may take out a rowboat, paddle boat or canoe, and youth having obtained their parent's or guardian's permission may accompany them.

Waterfront Operating Procedures

There shall be a total staff to swimmer ratio of at least 1 to 10, including the lifeguards and Buddy Board Supervisor. All staff members in the swimming area will be considered "watchers" and will help keep this ratio in effect. Some of the watcher's responsibilities are:

Staff (Watchers) Responsibilities

1. To swim with the others and be an encouragement for the people to abide by the Safety Rules and to behave properly.
2. To alert the lifeguard to situations needing his attention such as problems developing or a person needing special assistance.
3. To provide assistance to troubled swimmers. NOTE: Only reaching or throwing rescues are to be used by non-certified staff, NOT swimming rescues.
4. Note that the watcher should have a buddy.

Buddy System

All swimmers are to use the buddy system. As written to the camper, the buddy system works as follows:

1. Choose a buddy (only one) who can swim as well as you can.
2. Take the lowest numbered tag off the land side of the Buddy Board (or take the number the supervisor tells you to take). Note that one tag is for both you and your buddy.
3. Check in with the supervisor at the entrance to the swimming area. Standing with your buddy, tell the supervisor your initials and number.
4. Place your tag on the water side of the Buddy Board according to the number of your tag.
5. Always swim close to your buddy, and always be able to reach your buddy within 5 seconds.
6. When the lifeguard calls "Buddy Check" you and your buddy, within 5 seconds, are to raise your hands, clasped together (if you have a wrist band on, hold that hand up). When the lifeguard calls "Count Off" you and your buddy are to yell out your number when the count comes to your number.
7. When you and your buddy check out of the swimming area, stand with your buddy and tell the supervisor your number and your initials and return your tag to the land side of the Buddy Board, unless the supervisor advises otherwise.
8. If only one person is finished swimming, both must come out of the water, and the one wishing to return must find a new buddy.
9. If you wish to have a group of 3 buddies, you must get the approval of the supervisor who is at the Buddy Board.
10. Staff needing to enter the swimming area for business, not swimming, must check in and follow number 4 above.



The Purpose of Lake Lundgren Bible Camp is to glorify God through a spiritual and educational ministry of leading people into a saving faith in Jesus Christ and of developing Christian character through Biblical teaching, quiet reflection, and guided recreation in a camping atmosphere.

Christ-Centered
Bible-Based
Missionary-Minded
Outdoor-Oriented
Family-Focused

Lake Lundgren Bible Camp

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