

# CAMP LEADER'S HANDBOOK



Eastern PA Christian Service Assembly

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**A: PROMOTING THE CAMP- RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO:**

1. Contacting new churches
2. Attending conventions, publicity events
3. Speaking engagements

**B: PROMOTING CAMP PROGRAMS- RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO:**

1. Overseeing camp newsletter
2. Inform supporting churches of events and programs
3. Fund raising for camp
4. Fellowship with area Ministers
5. Keep the camp in focus for churches year round

**C: DEVELOPING THE CAMP- RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO:**

1. Direct new programs and special events
2. Plan and explore expansion of camp
3. Move toward a goal of year round activities

**D: OVERSEEING THE CAMP- RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO:**

1. Routine maintenance, cleaning, and construction
2. Yard care
3. Overseeing open and shut down of camp for season
4. Water testing, obtaining and maintaining all camp permits
5. Schedule and oversee outside usage of camp
6. Providing oversight during scheduled weeks of camps in conjunction with deans
7. Attend regular meetings for camp directors and camp trustees
8. Schedule work days

**E: GENERAL- - RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO:**

1. Licenses and Permits
2. Inventory and purchasing
3. Winter maintenance and storage
4. Ensure all procedures are followed according to state regulations
5. Work in conjunction with the head cook
6. Secure photographer
7. Stocking and ordering of supplies
8. Manage store
9. Bus operation

**F: ANY ADDITIONAL RESPONSIBILITIES PER THE DIRECTION OF THE TRUSTEES.**

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GENERAL DEAN

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1. The General Dean is elected by the Board of Directors to generally oversee the teaching program of the Camp and to deal with disciplinary problems that may need special attention. Discipline is by the Scriptures.
2. He will oversee the Deans and Manager of the various weeks in setting up the programs to be followed.
3. He will provide application forms for the volunteer workers and evaluation forms for those involved in each week of camp.
4. He will provide report forms for the Deans of each week, and will report the results of same to the Assembly.
5. He will see that permanent records are kept of each camp week, along with pictures, and see that these records are available for evaluation, future contact, etc.
6. He will act as the agent of the Directors in intervening in disputes or problem situations that may arise, and may cancel any program that would be out of keeping with the aims and purpose of the camp.
7. Any decision of the General Dean may be appealed to the Board of Directors.
8. The General Dean will be "on call" during any camp week that he is not on the grounds as a part of the staff. In case of necessity he may designate someone to act for him.

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DEAN

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The Dean of each camp week is selected by the Board of Directors. The Dean serves under the direction of the General Dean who, in turn, is responsible to the Directors. The Dean's duties include the following:

**A. SELECTION OF SUPERVISION OF HIS STAFF**

1. The Dean selects and supervises his teachers, Dorm Dad, Dorm Mom, cabin staff, college groups, speaker, mission, worship-leader, etc. (Jobs may be doubled up when possible without overloading anyone.) Care should be exercised in obtaining the most qualified persons available (both academically and spiritually). Selections must be submitted to the Chairman of the Directors. The Chairman of the Directors will present this information to the Board of Directors for approval before the February Camp Assembly Meeting.
2. The Dean will meet with the entire staff (including the Manager and those selected by the Dean) for a briefing session on Sunday, prior to the arrival of campers. The program and responsibilities of each will be presented and discussed at this time.
3. All staff are to report to the Dean upon arrival at the camp.
4. All staff MUST observe all rules as do the campers and are to leave the camp only with the permission of the Dean or his designee.
5. All staff are to participate in all activities as much as possible, even if it is only being in the area of activity; and will follow the time schedule relative to the classes, chapel, and special activities.

**B. SCHEDULE**

1. The Dean will schedule the time and place of all classes and services.
2. The Dean will determine the rising time and retiring time according to the age of his group. He will see that they get their rest.
3. The Dean will allow sufficient time in the schedule for clean-up of buildings and grounds daily, including (and especially) Saturday.
4. The Dean will schedule time for group meeting during each day.
5. The Dean will schedule a morning worship/devotion time along with a morning flag raising ceremony.
6. The Dean will be responsible for special features, such as "Talent Night," Campfire, Dramas, etc.; these are to be arranged prior to camp week.
7. It is recommended that each day's activities close with a prayer circle or circles following the campfire worship and devotion.
8. An offering will be received at camp, to be used in accordance with the directive of the Camp Dean (with the approval of the directors).
9. There will be no vocational ministry dedication below high school age.

**C. REGISTRATION AND RECORDS**

1. Camp officially opens with Sunday evening meal. The Manager and Registration-Treasurer will be in charge of the registration desk. Registration beginnings at 4:00 PM Sunday.
2. The Dean will see that a current registration card is completed for each camper.
3. The Dean is responsible for attendance rolls for each class.
4. The Dean will see that baptismal certificates are issued, either by the baptizer or himself, to those baptized at Camp.
5. The Dean may prepare certificates and diplomas which are presented to the campers if he deems necessary.
6. A report sheet for the week must be filled out (one week after that camp week) and given to the General Dean.

**D. DISCIPLINE**

1. The Dean will exercise discipline and give direction to staff member, and campers. In severe cases of discipline, the matter should be brought to the attention of the General Dean. He will discipline by the Word of God.
2. The General Dean may over-rule the Dean if it should become necessary to preserve the Board of Directors' policy.
3. No camper, staff member, may leave the camp grounds without the permission of the Dean or his designee.
4. Camp will be composed of young people that represent many different congregations and constitutes a fellowship which calls for Christian ideals of conduct and life. Therefore, the use of tobacco, alcohol, drugs, loose language, or any unchristian conduct is entirely out of harmony with the spirit of the camp. Every camper is expected to conform to all known rules and to cooperate in every way in their enforcement.

**E. MISCELLANEOUS**

1. The Dean will arrange for a bell-ringer, or assume the duty himself.
2. The Dean, in cooperation with the Manager, will determine the time of the store activity. The Manager will operate the store and no one should be inside except at his invitation.
3. The Dean will act as M.C. and make all announcements.
4. The Dean, in cooperation with the photographer, shall arrange all personnel in the camp picture which is taken on Monday or Tuesday. Pictures are delivered on Friday.
5. The Dean will handle all mail and distribute incoming mail to campers.
6. Camp officially closes on Saturday at 10:00 AM after clean-up and closing prayer. Campers are discouraged from leaving before that time, but must be off the grounds by 12:00 PM.
7. Only those serving the camp in some capacity are to receive room and board at camp expense.
8. Parents must be notified of illness if camper is taken to a Doctor or hospital.
9. The Dean will order course materials needed for his week of camp.

**SPECIAL NOTE:**

Those helping in Junior Week must be 16 years old or older and Middle Week help must be 17 years of age or older. Senior Week staff must be 20 years of age or older (Except any traveling teams). All staff must be recommended by a minister (or Elder of their church, if their church is without a minister.)

Recommendations or refusals to recommend staff are to be kept confidential. It is the Board of Director's recommendation to strive for a ratio of 5 students to 1 camp support staff member.

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Response Team

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Each Week of camp a Response Team will be designated by the Dean and or Manager. This team will consist of 2-4 individuals who are more than 25 years of age.

**NO CAMP STAFF OTHER THAN THE RESPONSE TEAM IS TO TAKE ANY ACTION TOWARD INTRUDERS OR TO DETAIN INTRUDERS.** All incidents should immediately be reported to the Response Team.

**REACTION BY RESPONSE TEAM SHOULD AN INCIDENT OCCUR**

1. Report incident to the proper authorities. **CALL 911.**
2. **Pray, Pray, Pray** for the safety of the campers and everyone involved. Pray for God's protection and guidance. Pray that God will soften the hearts of the intruders. (This will be done by a team other than the response team as action takes time and their safety should be also prayed for).
3. Use minimum force and no weapons to detain perpetrators.
4. No motorized pursuit will be used.

**A. A CAMP STAFF MEMBER, CABIN MOM, AND CABIN DAD MUST BE THE FOLLOWING:**

1. A person who is a committed Christian and is willing to share his faith with others.
2. One who has a God-given LOVE for young people and a genuine concern for their many problems.
3. You must be a **LEADER** who serves as a mentor/promoter. You know about the total program. You promote enthusiastically **EVERY** part of the total program. Ask the Lord for a deep-compassion for each one of your campers. (Only God can teach you how to be with them and yet not be one of them). They are looking for loving leadership.

**B. CAMP STAFF RESPONSIBILITIES**

1. The staff will work under the Dean.
2. Be on the grounds and, if possible, settled in your dorm ahead of the campers. Make every effort to be on hand as the campers arrive and meet them personally, even subtly helping them to get located and situated.
3. Be sure to attend any meetings planned by the Dean so you will be well-informed as to rules and decisions for the camp.
4. Do not "trail" or "hound" young people, but report all willful breaking of rules to the Dean.
5. In case of any medical issue (i.e. illness, infection, accident) insist on a visit to the nurse's station and REPORT to the Dean. Medication is not to be administered by the support staff or other campers.
6. As much as possible, share in sports and recreations of the day, be careful not to "hound" the campers, but always seek to establish rapport with them.
7. If you support and carry out the rules of the camp, i.e., "lights out", compulsory attendance at services, etc., you have no need to worry, the administration of the camp will stand with you. If you make rules of your own, they may be difficult to enforce as they may not be consistent with rules set for another dorm.
8. Any complaints about the food, lodging, the program should be discussed with the Dean not the campers. For this effects the spirit of the camp. Such a person will perhaps be relieved of his responsibilities and possibly asked to leave the camp.
9. Be a good listener. Try to win confidence and listen for the problems in the life of the one to whom you are speaking.
10. Be on time at all schedule points of the program. Set the example of what you want your campers to be.
11. As much as possible, try to know where your campers are. Check for there attendance at all classes and services.
12. You do not deal with severe problems or spiritual problems, etc. Camper problem should be dealt with by the Dean.
13. Remember the camp is conducted for the campers. Staff are to help them get the most out of the experience.
14. Mentoring should be done on a male to male, female to female basis ONLY.
15. Staff will be allowed to have cell phones at camp, as long as they don't become a distraction to the camp/campers and are under the discretion of the Dean. Cell phones are to enhance the mission of the camp and their use should be aligned with the camp philosophy.

### C. STAFF TIPS

1. Keep in the attitude of prayer.
2. Know who the leaders are and their names
3. Memorize the names of your campers. Nothing builds rapport faster than to call them by name the first day.
4. Beware of becoming "overly familiar." Be friendly; approachable, and a good listener. Remember, you must establish yourself in their minds as a leader if you are going to lead them.
5. A staff member is a leader in the sense that a coach is the leader of a team. He is not the "star player," but is there to direct.
6. You are a "PACE-SETTER."
7. You are in a place of great BLESSING: Remember with power comes great responsibility.
8. Find and hold the line of demarcation between being overly strict and allowing conditions to get out of control.
9. Please assist the Dean in getting the attention of the campers for announcements and in making preparations for going to chapel and campfire services, etc.
10. "And whatsoever you do, do it heartily, as to the Lord, and NOT unto man." (Col. 3:23)

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## Camp Philosophy

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### A. CAMP PURPOSE

1. That those who attend may enjoy a healthful recreational experience in the midst of beautiful surroundings.
2. That each camper, not already so committed, may be led to make a personal surrender of his or her life to Jesus Christ as Savior and Lord.
3. That each life may be spiritually enriched through a deepening experience with Christ and a rich fellowship with Christian young people.
4. That there may be a growth in knowledge of the Word of God and the standards for Christian behavior.
5. That there may be a growth in knowledge of Christian stewardship in various aspects, as related to the local church and to the world in which we live.

### B. CAMP SPIRIT

Camp is composed of young people that represent many different congregations and constitutes a fellowship which calls for the highest standards and ideals of conduct and life. Therefore, the use of tobacco, intoxicants, loose language, or any unchristian conduct is entirely out of harmony with the spirit of camp. Every camper and staff person is expected to conform to all known rules and to cooperate in every way in their enforcement.

### C. SPECIAL ACTIVITIES

Special events are scheduled for the enjoyment of the campers. Campers and staff are to participate wholeheartedly.

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## Camp Order

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It is expected that each camper and staff will consider his responsibility in keeping the camp grounds and cabins clean and in order. All are expected to avoid littering the grounds with paper, bottles, etc. A daily inspection of cabins will be made. Neatness and cleanliness will be expected. Special attention will be given to the following: appearance of the floor, alignment of shoes and suitcases, arrangement of clothing, appearance of beds, neatness of clotheslines, and grounds around the cabins. Recreational equipment used by any camper or staff is to be returned to its proper place immediately upon the completion of the activity in which it is used.

1. Campers and staff are not permitted to leave the grounds without permission of the Dean or his designee.
2. Campers and staff are required to promptly attend all meals, meetings, classes, chapel, evening programs, campfire, prayer circle, and cabin devotions, unless excused by the Dean.
3. Athletic equipment and facilities are under the control of the Recreation Director or Dean and may be used with their permission only.
4. Every camper and staff must be responsible for their own bed and personal belongings. All should give respect to the camp grounds. Any camper defacing camp property, or the natural surroundings, must pay for damages incurred and/or be dismissed from camp.
5. Respect and attention is expected from every camper during chapel, classes, fireside programs, flag raising, and prayer circle(except, of course, when you are called upon to participate). Enter the chapel with a spirit of reverence and leave as orderly/quietly as possible. These services should be high moments of inspiration.
6. Campers/staff are required to stay in their cabins or dorms each night from the sounding of "lights out" bell until the rising bell, except for emergencies or permission of the Dean. No lights/noise are permitted in cabins during sleeping hours.
7. It is expected that everyone will dress in good taste at all times and everyone needs to reference our dress code policy. Modesty and proper regard for decency must prevail at all times. Decisions of the Camp Dean and the General Dean in interpreting modesty and proper regard to decency will be final.
8. Campers **are not permitted to bring electronic devices, (i.e., iPods, cell phones, computers, games, etc.)** to camp. You're encouraged to bring musical instruments for use in camp programs.
9. No "complaining" will be tolerated for it disrupts the spirit of the camp.
10. We encourage a wholesome relationship between guys and girls, but will discourage any evidence of familiarity.
11. Any cases of illness, injury, or infection must be reported to the Camp Nurse at once. Failure to do so may jeopardize any claim for Insurance, or may result in the spread of a contagious disease. No staff will be allowed to dispense medicine.
12. Cars driven to camp by campers will be parked and the keys given to the Dean.
13. No one is permitted in the dining hall or kitchen unless he is working there. There is to be positively no eating in the dining hall or kitchen by staff or campers after the supper meal or between meals. A possible exception to this would be a planned party each week under the supervision of the Manager and with the campers' knowledge.
14. Cameras will be allowed at camp, as long as they don't become a distraction to the camp/campers and are under the discretion of the Dean. Cameras are to enhance the mission of the camp and their use should be aligned with the camp philosophy. Use of cameras are prohibited in the dorms, the camp bus, rest rooms, and pool areas.



Eastern PA Christian Service Assembly

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