

Southwest Region Church of God of Prophecy

Camp Ministry

Training Manual



Welcome!!.....	3
Camp Prayer	3
Our Mission	3
What is Christ Centered Camping	3
Camp Policy & Regulations	4
General Responsibilities	5
Roles and Responsibilities	6
Camp Coordinator.....	6
Camp Director.....	7
Deans.....	7
Camp Nurse	8
Cabin Leader.....	8
Worship Leader.....	9
Evangelist	9
Medical Emergency.....	9
Security	9

Welcome!!

We as the Administrative staff are very excited and honored to serve for this coming youth camp.

This is without a doubt an annual event that our Region looks forward to. Through the years this event has been a tool and a vehicle for our children, teenagers, and young adults to come together to be spiritually refreshed, revived, and encouraged. In addition, this event has been a strong arm to evangelize this generation. For some this will be the first time they receive Christ as their personal Savior, and for others this will be a time of re-dedication or strengthening of their relationship with Christ.

What an awesome challenge and great opportunity we have. God can use us in such a way to literally change lives and overturn a person's path from a life of just living, to living abundant life.

I pray we do our part in allowing God to use us in reaching these, His precious commodity, in which He paid and signed with His own Blood.

Camp Prayer

Lord, make me a servant that would be pleasing to You.

Help me to walk upright, in all that I do

Help me to be faithful, obedient, and willing to give

Help me to share what you've been given

Me that that others might live

Give me the courage, strength and wisdom to lead these into Your eternal kingdom

Let me walk pure and in holy dedication

So for those I will be serving will with confidence can approach their final destination!

Our Mission

Our mission, (what we do) is to present this life changing Gospel of Jesus Christ to campers by encouraging and inspiring them to encounter and experience a personal relationship with God; while providing a safe and fun atmosphere of mental, physical and spiritual growth.

What is Christ Centered Camping

- Providing a refuge where Christ is placed at the center of every activity
- Bringing campers in contact with the Gospel in an attractive way
- Encouraging each camper to develop their calling and purpose in Christ
- Helping children and youth to grow up and mature spiritually

Camp Policy & Regulations

1. No camper or staff may leave the campground without proper permission.
2. If one is found leaving the campground without proper permission they will be subjected to disciplinary action. Proper permission requires approval from the Camp Coordinators.
3. Campers are required to attend all classes and services and remain until dismissed. Permission may be obtained to leave temporarily in case of an emergency from the Cabin Leader or Dean.
4. It is absolutely prohibited to consume or bring alcohol, drugs, and tobacco in any form (smoking, chewing, etc.)
5. Profane language or any form of foul language is not permitted. Remember, this is a Christian camp and we must conduct ourselves accordingly.
6. Absolutely **NO FIGHTING OR EVEN PLAY FIGHTING ALLOWED!**
7. NO guns, knives, or weapons are permitted by campers or staff on the campground.
8. NO electronic devices allowed (unless given permission by the camp director).
9. NO sitting in cars during camp hours. All cars are to be parked in the designated parking lot during camp hours.
10. Staff must never leave their campers unattended except at Staff discretion.
11. Campers & Staff dress code should be in accordance to a Christian standard. We strongly encourage “moderation” in clothing. No halter-tops, tank tops, no “string” tops, muscle shirts. Shorts must be fingertip length or longer. No shorts or mini skirts may be worn during services. Dresses or skirts should be to the knee. No inappropriate language or image on shirts should be worn. Coordinators and Directors have the discretion to address issues concerning attire.
12. Keep cabins and surrounding areas clean at all times. NO ONE is allowed into another cabin without permission from the cabin leader. Trashing and/or violating other campers/staff personal property, or use of stink bombs can lead to expulsion, according to camp directors decision. Keep cabins secure during the day.
13. Please be respectful to your cabin leader and peers.
14. No hiking except during scheduled times and with appointed staff
15. Girls cabins are off limits to boys and boy’s cabins are off limits to girls
16. All medications must be turned into Camp Nurse on the first day of camp. This applies for both Camper & Staff
17. Authorized personnel (those given permission by Coordinator and/or Director ONLY are allowed in the sound booth.
18. NO CAMPER/STAFF is allowed to play on any musical instruments or use microphones unless given prior approval.
19. NO ONE is allowed out of his or her cabin after midnight unless given permission by camp director. Anyone who is caught out of their cabin will be subject to disciplinary action at Camp Deans/Directors discretion.
20. NO FOOD or DRINKS (except bottle water) allowed during Night Services unless given permission by camp directors.
21. NO camper allowed in the camp office unless given permission by camp director.
22. Observe and listen- be respectful and courteous, participate with enthusiasm, be open to the moving of the Spirit of God.

General Responsibilities

The following is a brief description of the general responsibilities that applies to all staff.

Personal Devotion	<ul style="list-style-type: none"> • Personal devotion is a must. • Ask God to help you and guide you with your campers. • This personal time with the Lord should start immediately! don't wait until the last minute. • We are in battle and we must be equipped spirituality.
Keep in view your duty to the coordinator or director	<ul style="list-style-type: none"> • Strive to keep in view your duty to the coordinator or director • Unity must be maintained throughout this week of ministry. • Unity is best achieved when ministry team understands his or her responsibilities relative to those above them in the Lord. • Remember the chain of command as you do this, this will inspire young people's respect for authority and for you.
Observe schedule	<ul style="list-style-type: none"> • Observe camp schedule. If you are not on time, your campers will also not be on time.
Know the specifics relative to your position	<ul style="list-style-type: none"> • Approach your position with the same professionalism that is required in the business world. The campers and the camping ministry deserve the best.
Be familiar with campgrounds.	<ul style="list-style-type: none"> • Have strong grasp of the physical layout of the campgrounds. Not only will this allow you to move around with ease, but it will also prove valuable in case of an emergency.
Any important information or concern regarding the camper must be reported to the deans immediately.	

Roles and Responsibilities

Camp Coordinator

- Abide by all camp policies and procedures
- Oversee Camp Ministry
- Assist with the planning, coordination, & leadership of Camp
- Lead and supervise camp directors as well as “common” camp staff and campers
- Communicate with Regional Overseer concerning any Camp matters.
- Work in harmony with Camp Management
- Create a good working relationship with Camp Directors
- Exert positive Christian influence with campers and staff at all times
- Communicate with International Offices as needed
- Promote Youth Camp, Travel to promotional events when invited and when possible
- Prepare camp reports to Regional Overseer
- Arrange & Coordinate meetings with Camp Directors throughout the year
- Select the following year’s camp dates, themes according to vision by end of each summer
- Prepare Camp Applications, Staff Applications and process Background check.
- Responsible to ensure all staff have completed Staff Application, Background Check and Pastor’s Endorsement prior to camp.
- Maintain camp website and media tools (Facebook, Twitter, etc.)
- Prepare and update Camp Policies and Camp Training Manual
- Understand, interpret, and maintain the camp’s standards and policies
- Mail out promotional letters and applications
- Process all camp applications (receiving, collecting deposits to turn into Regional office and mail reports as needed)
- Open camp on first day & close camp on last day
- Turn all money into Regional Office
- Be on call 24/7 during camping season
- Keep updated on any changes concerning camping program
- Address any correspondence that is directed to the Camp Coordinators
- Represent SouthWest Camping ministry in a true Christian manner
- Be prepared to work with campers and/or parents as matters of concern arise
- If Director is unable to perform duties, due to emergency, etc., Coordinator must fill in during camp
- Plan and develop a yearly Camp Director’s Meeting following camp season for review and planning of upcoming camp year
- Design, develop and train all camp directors, staff, and volunteers in the following:
 - Camp Policies
 - Child Protection Policy
 - Emergency Policies
 - Other resources as needed

Camp Director

- Endorse all camp policies and procedures
- Attend organizational meetings by Camp Coordinators, and/or other required Meetings
- Report directly to Camp Coordinators
- Must work well with Camp Coordinator, Camp Management, and Regional Overseer
- Oversee the operation of your camp and schedule
- Responsible for selecting qualified staff members and inform all staff of any/all required information prior to camp
- Conduct staff meetings with all staff prior to camp
- Inform staff (and campers) of pertinent policies, and ensure they are properly carried out
- Demonstrate high Christian morals while dealing with pressure situations
- Inspect cabin bathrooms, cabins, and campgrounds with the camp coordinator before leaving camp
- Stay at camp on the final day until all campers are gone.

Deans

- Abide by all camp policies and procedures
- Assist the Director in the operation of the camp
- Assist Cabin Leaders:
 - Notify staff of schedule changes
 - Conduct regular meetings with Cabin Leaders if needed
 - Distribute needed materials to Cabin Leaders
 - If necessary, assist Cabin Leaders in maintaining discipline
- Supervise cleanup:
 - Cabins
 - Bathrooms
 - Grounds
 - Last day inspection of all facilities
- Disperse Cabin Leaders during free time
- Assign Cabin Leaders to watch over the camp when campers have free time. Cabin Leader should be spread out among the campers
- Schedule Cabin Leader breaks that best fit with camper schedules
- Enforce reasonable curfew for the last night of camp or any other duties given by Directors
- Reports directly to Camp Directors.

Camp Nurse

- Abide by all camp policies and procedures
- Maintain required medical supplies by first of camp. Any supplies needed contact Camp Coordinator
- On the day of registration collect all medication
- Return medicine on the last day of camp
- Maintain communication with the emergency response team
- Check first aid station for proper equipment. Call Pharmacy for supplies.
- Keep accurate records of all First Aid administered including:
 - Name of Camper/Staff
 - Date, time and day of treatment or Symptoms
 - Action Taken
 - Medication or treatment given
 - Other pertinent information
 - All records are to be kept confidential in compliance with the HIPAA privacy rule.
 - Give records to Coordinators for filing.
- Know the health history of campers with unusual problems
- Watch for unhealthy behavior and/or wrong medications
- Administer all medications to campers
- Fill out insurance information forms for medical emergencies and have the signed by the proper caregivers- turn them over to the Coordinators for filing.
- If the camper/staff has personal health insurance, file it first; use the camp insurance as a supplement
- Administer first aid until EMS arrives if necessary
- Reports directly to Camp Coordinator

Cabin Leader

- Abide by camp policies and procedures
- Must be proper age according to camp policies
- Must be spiritually mature according to the Pastor's Endorsement
- Must take an active role in services
- Be prompt in taking care of all duties assigned to you
- Be on time and know the schedule. Make sure your campers are where they are required to be
- Always know where your campers areAT ALL TIMES!
- Never be alone with a camper without another adult or proper surroundings
- Responsible for helping Directors/Deans inform campers to know camp rules
- Efficiently and promptly handle all tasks:
 - Cabin cleanup-daily and last day cleanup duties. (overseer campers involvement)
 - Keep and maintain a clean cabin
 - Take trash to dumpster at end of camp
- Be prepared for cabin devotions
- Watch for homesickness, personal problems, non-reported sicknesses and/or any other issues. Report any/all problems to Camp Dean.

- Maintain a positive spirit and attitude. Never show a negative spirit around campers and/or other staff. Any issues/problems report to Camp Deans.
- Bring a game or fun-time idea in case of bad weather.
- May not leave camp on last day till all your campers are gone. (Except Director/Deans allows for certain situations)
- Reports directly to Camp Deans

Worship Leader

- Abide by all camp policies and procedures
- Set up sanctuary for camp services
- Oversee all instruments and music equipment/sound booth
- Coordinate and moderate worship and music with the Evangelist/Speakers
- Use campers in worship, special music, and preparation tasks as much as possible
- Set up rehearsal times around campers schedule
- Make sure sanctuary and sound booth are clean and organized by last day of camp.
- Reports directly to Camp Director

Evangelist

- Abide by all camp policies and procedures.
- Following the leading of the Holy Spirit the evangelist will:
 - Prepare concise, brief messages related to the camp theme.
 - Keep the attention of the campers while following the leading of the Holy Spirit
 - Work with the worship leader to build an atmosphere of praise and worship
 - Report nightly to secretary the number of experiences in each service.
 - Assist in other areas where needed
- Be available to the campers if they need to talk in accordance with the Camp Policy Manual and Procedures
- Reports directly to Camp Directors

Medical Emergency

- In case of an emergency send someone to get nurse immediately. Do not attempt to administer first aid if you are not certified first aid responder
- Ensure camper visits nurse to receive medication on a daily basis or as needed

Security

- Security - Please see Emergency Response