

# **Anglican Church Camp of the Midwest**

## **Counselor Policy Handbook**

For Overnight Youth Camp: 1st–11th Grades

Duration: Saturday, June 20th to Saturday, June 27th, 2026



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## 1. Mission and Purpose

- *Mission Statement:* The Anglican Church Camp of the Midwest exists to form youth as disciples of Jesus Christ through a week-long program, which includes daily worship, sacramental and sound teaching, Christian fellowship and life together in Christ, faithfully rooted in the Anglo-Catholic identity and theological principles of the Diocese of Quincy. We seek to lead campers into a deeper knowledge and love of Jesus Christ, nurturing hearts and minds to live faithfully as members of His Church and to walk confidently in the historic faith once delivered to the saints.
- *Vision Statement:* The Anglican Church Camp of the Midwest is a community formed by the Word of God and the Sacraments, where campers and staff are grounded in the historic faith of the One Holy Catholic and Apostolic Church as received in the Anglican tradition. We seek to form disciples who know Jesus Christ as Lord and Savior and who are equipped to follow Christ faithfully within His Church and when they leave camp to return to the world.

## 2. Core Values

- *The Gospel of Jesus Christ:* We proclaim the good news that Jesus Christ is truly God and truly Man, who died for our sins, rose from the dead, and reigns as Lord. All camp life—teaching, worship, fellowship, and service—is ordered toward knowing, loving, and following Him faithfully.
- *Holy Scripture:* We affirm the Holy Scriptures of the Old and New Testaments as the inspired Word of God, containing all things necessary for salvation, and we commit to teaching and living under their authority.
- *The Catholic Faith Received in the Anglican Tradition:* We hold and teach the faith summarized in the Nicene Creed, as confessed in the Anglican tradition and faithfully taught within the Diocese of Quincy.
- *Sacramental Life:* We affirm the Sacraments as outward and visible signs of inward and spiritual grace given by Christ for His Church. The Holy Eucharist stands at the center of camp life, alongside daily teaching, small group time, and Compline, as primary means of grace and formation.
- *Worship Ordered by the Book of Common Prayer:* We value worship that is biblical, creedal, sacramental, and reverent, shaped by the Book of Common Prayer and the historic liturgy of the Church, forming campers in doctrinal belief and liturgical worship.
- *Christian Formation and Catechesis:* We are committed to forming the whole person—heart, mind, and soul—through catechesis that teaches what Christians believe, how Christians worship, how Christians live, and how Christians pray.
- *Life in the Body of Christ:* We cultivate a Christ-centered community marked by love, humility, obedience, and mutual care, teaching campers to live faithfully as members

of Christ's Body, the Church. We teach campers to return home to be faithful witnesses in the Church and the world, by loving God, loving others, telling the truth, showing kindness and serving those in need.

### 3. Expectations of Counselors

- Role Model: Counselors are expected to demonstrate Christian character at all times—through speech, behavior, dress, and attitude.
- Responsibility: Counselors are entrusted with the safety, care, and development of the campers in their charge.
- Commitment: Counselors must arrive at camp on Saturday prior to campers' arrival and stay on Saturday until dismissed, unless otherwise approved by the Camp Director.
- Preparedness: Counselors should arrive ready to lead, encourage, and adapt to the needs of campers and the camp schedule.

### 4. Code of Conduct

- Faith & Worship: Attend and actively participate in all worship services, Bible studies, and prayer times. Encourage camper participation.
- Respect: Treat all campers, fellow staff, and volunteers with respect. No bullying, gossip, or exclusion is permitted.
- Language & Behavior: No profanity, crude humor, or inappropriate conversations.
- Prohibited Activities:
  - No alcohol, tobacco, vaping, or illegal substances.
  - No weapons, fireworks, or inappropriate materials.
  - No romantic/sexual relationships between counselors and campers or among staff during camp week.
- Electronics: Phones and other electronic devices should not be used when present with campers (exception: taking photos on a phone is permitted). This includes camper rest time. If a counselor has a job that requires them to carry a phone and potentially take calls for their work outside of camp, please discuss with the Camp Director and Church Camp President prior to arrival.

### 5. Supervision of Campers

- Age Groups: Camp includes boys and girls entering 1st through 11th grades. Counselors are assigned based on need and size of age groups.
- Ratios: Maintain a safe counselor-to-camper ratio (generally 1:8, adjusted by age group).
- Boundaries: Counselors must never be alone with a camper. Always follow the "Rule of Three" (at least 2 campers and 1 counselor, or 2 counselors and 1 camper).
- Safety Checks: Conduct regular headcounts during transitions, meals, and activities.

- *Cabin Supervision:*
  - Male counselors supervise boys' cabins; female counselors supervise girls' cabins.
  - Counselors must sleep in cabins, ensuring camper safety at night.
  - Enforce lights-out times and quiet hours.

## 6. Health & Safety

- *First Aid & Emergencies:*
  - All injuries or illnesses must be reported immediately to the designated medical staff member.
  - Assigned counselors are the only individuals allowed to dispense medications and all medications given must be recorded on the medication log.
  - *Food Allergies:* Be aware of dietary restrictions and ensure campers follow safe meal practices.
  - *Hydration & Sun Safety:* Remind campers to drink water regularly and use sunscreen/bug spray.
  - *Abuse Prevention:* Report any suspicion of abuse (physical, emotional, sexual, neglect) immediately to the Camp Director and/or the Church Camp President. As a camp counselor, you are a Mandatory Reporter. There is zero tolerance for abuse of any kind.

## 7. Daily Responsibilities

- *Morning Duties:* Help wake campers, supervise hygiene, and prepare for morning worship.
- *Activities:* Lead or assist in scheduled activities (sports, crafts, Bible study, swimming, etc.).
- *Meals:* Sit with campers, promote manners, and ensure orderly transitions.
- *Night Duties:* Supervise showers, enforce bedtime, and ensure cabin safety.
- *Teamwork:* Support other counselors and staff with flexibility and cooperation.

## 8. Discipline and Behavior Management

- *Positive Guidance:* Encourage good behavior through praise and modeling.
- *Addressing Issues:*
  - Minor misbehavior: Give clear and calm correction.
  - Repeated issues: Involve Lead Counselor or Camp Director.
  - Serious misconduct (violence, bullying, disrespect): Remove camper from activity and report immediately to Camp Director.
  - *Never Use:* Corporal punishment, yelling in anger, humiliation, or threats.

- Possible situations - Please discuss with your mentor or lead counselor if you are unsure of how to handle a situation.
  - Behavior: Behavior inside of mass and class (talking, messing around, hands on others, etc.)
    - Consequence: Have campers sit by a counselor during mass, class, and meals. Talk with the camper about their behavior.
  - Behavior: Campers have their hands on other person
    - Consequence: Separate the camper from the situation, depending on severity could be a warning or loss of activity, Lead Counselors, Camp Director, or Church Camp President need to be notified.
  - Behavior: Camper leaves without permission, going to harm themselves or others
    - Consequence: Try to separate the camper from the situation and then radio to Lead Counselors, Camp Director, or Church Camp President.
  - Before any solid punishment is given (loss of activity time or swim time), please consult Lead Counselor, Camp Director, or Church Camp President.

## 9. Confidentiality and Camper Protection

- Keep personal camper information (medical, family, personal struggles) confidential, only sharing with the Lead Counselor or Camp Director when necessary.
- Avoid favoritism—treat all campers equally.

## 10. Counselor Community Life

- Meetings: Attend all staff meetings for updates, planning, and prayer.
- Rest & Self-Care: Counselors must get adequate rest to serve effectively. Exhaustion compromises safety and ministry.

## 11. Emergency Policies

- Fire/Weather Drills: Follow camp procedures. Know evacuation routes and safe shelters.
- Missing Camper: Immediately alert staff, initiate headcount, and follow search protocols.
- Severe Weather: Counselors lead campers calmly to designated shelter.
- Medical Emergency: Stay calm, call for medical staff, and keep campers away from the scene.
- Unexpected Visitor: Stay calm, call for Camp President and Camp Director, remove campers from the area of unexpected visitors.

## **12. End of Camp Responsibilities**

- Help with cabin cleanup and packing.
- Assist campers with check-out and farewell process.
- Help with cleaning communal areas and do not leave until dismissed.

## **13. Acknowledgment**

- All counselors must sign a Policy Agreement Form indicating they have read, understood, and agree to follow the Anglican Church Camp of the Midwest Counselor Policy Handbook.

## **Counselor Acknowledgment**

I have read and understood the Anglican Church Camp of the Midwest Counselor Policy Handbook. I agree to uphold these policies and serve as a role model for the campers entrusted to my care.

Acknowledgment will be digitally signed in your counselor application.

### **Link to applications**

Returning Counselors: <https://forms.gle/APhyE66FkhE872uEA>

New Counselors: <https://forms.gle/RmCMUvqDdsZiA3hA6>