



**MONTANA STUDENT MINISTRIES**

**ADULT STAFF MANUAL  
SUMMER CAMPS**

# TABLE OF CONTENTS

Revised May 2018

Welcome _____	Page 3
Structure of Authority _____	Page 4
Camp Policy and General Information _____	Page 5
• What To Bring	
• What Not To Bring	
• Dress Code	
Special Government Camp Statement _____	Page 6
• Closed Campus Policy	
Staff-Camper Interaction Guideline _____	Page 7
Emergency Procedures _____	Page 8-9
• Lost Camper	
• Fire	
• Stranger on Grounds	
• Severe Illness or Injury	
• Emergency Phone Numbers	
• Plan of Evacuation	
• Bears/Wildlife	
• What To Expect	
What is Expected of You _____	Page 10
• Camp Philosophy	
• How To Deal With Problems	
Attitude Tips _____	Page 10-11
• The Camper	
Our Staff _____	Page 11-12
• Spiritual Helps / Leading someone to Christ	
• Basic Plan of Salvation	
ABC's of Salvation _____	Page 13
• Baptism in the Holy Spirit	
Our Policy _____	Page 14
• What is Abuse and How to Deal with it	
• Common Signs of Abuse	
• How to Minister to an Abused Minor	
Working With the Disabled _____	Page 15

## **WELCOME**

We are excited to have you as part of our camp staff at summer camp!

Our mission at camp is to create an environment where students experience God in a life- changing way.

This manual is the beginning point to you having a wonderful week at camp. Without reading it, you will not be fully prepared to be the most effective staff member you can be. By reading your entire manual, you will gain an understanding of the purpose of camp and it's functions. There are a few key things you need to be aware of and implement throughout the week. Once at camp, you will not have adequate time to read your manual, so begin now.

Volunteering at camp should be one of the best weeks of your life. We aim to help that to be true. Within this manual are tips, rules, expectations and words of guidance. Please carefully read through each section.

Thank you for giving of yourself this week. Your time at camp will not only be exhausting, but we pray that you will go home energized as you help disciple a generation of world changers!

## **STRUCTURE OF AUTHORITY**

### **1. Network Youth Director (NYD)**

- The NYD oversees the camp in its entirety. The NYD has final say on all matters, however we utilize a team philosophy meaning we have leaders in place to make camp the best experience possible. If you have questions or concerns, please address those to the appropriate leader and follow the authority structure rather than going straight to the “top.”

### **2. Director**

- May or may not be the NYD. The Camp Director oversees the day-to-day operations of the camp, staff and personnel. This person is in charge of the camp in the absence of the NYD.

### **3. Staff Director**

- This person oversees all staff and is responsible for staffing the positions to operate the camp, oversees the office and assists the Director when necessary. This person is in charge of the camp in the absence of the NYD and/or Director.

### **4. Camp Life Director**

- The Camp Life Director is responsible for housing, student relations, security and student discipline issues that don't require camper expulsion. No one leaves or comes on the campground without checking with the Camp Life Director. The Camp Life Director is in charge of the camp in the absence of the NYD, Director and/or Staff Director.

## **CAMP POLICY AND GENERAL INFORMATION**

MONDAY:

Registration:

- GBC - Youth camp: 1-4 pm
- GBC - Glacier Kids Camp: 1-4 pm
- EMBC – Big Sky Kids Camp: 2:30-4:30 pm

New Staff Orientation:

- GBC - Youth camp: 3:30 pm in A-Frame
- GBC - Glacier Kids Camp: 4 pm in A-Frame
- EMBC – Big Sky Kids Camp: 4:30 pm in Cafeteria

End of Camp:

- GBC - Youth camp: 9 am
- GBC - Glacier Kids Camp: 9 am
- EMBC – Big Sky Kids Camp: 11am

At GBC keys to rooms are available in the camp office after registration. There is a \$20 fee for all unreturned keys. Every cabin staff should obtain a room key.

### **What to bring:**

- Bible
- Pencil/Pen & Notebook
- Shower and Beach Towels
- All Toiletry Items
- Pillow, Twin Bedding or Sleeping bag
- Appropriate clothing for Services
- Recreational Clothing for Water & Mud Sports
- Spending Money
- One Piece Swimsuit w/ Cover-Up

### **What not to bring:**

- Tight Fitting Clothing
- Short Shorts/Mini-Skirts
- Backless/Strapless/Spaghetti Strap Tops
- Fireworks/Weapons/Alcohol/Tobacco/Drugs
- Improper Reading Material
- Pets
- Computer or iPad

### **CAMP DRESS CODE: MODESTY**

Boys/Men: No tank tops in evening services. Please wear a t-shirt with your swim trunks. Do not go shirtless.

Both Boys/Men and Girls/Women: Undergarments should be covered at all times. Pajama attire is not to be worn outside of dorm area. No t-shirts with objectionable writing or pictures are to be worn. \* We reserve the right to ask any camper or staff member to change any clothing that does not comply with the rules.

Girls/Women: Tanks are to be 4 fingers wide. No tight-fitting apparel. No tight yoga pants outside of dorm. Leggings can be worn but the back side must be covered. No volleyball shorts. Sport short pants of appropriate length allowed at all activities, excluding evening service. If shorts are too short, you will be asked to add compression shorts or wear longer shorts. No spaghetti strap tops, unless covered by another garment. Swimwear can be worn at water games, but is to be covered while on grounds. Refrain from clothing of a revealing nature.

**\* All staff is required to follow the dress code.**

## **SPECIAL GOVERNMENT/CAMP STATEMENT**

No weapons, fireworks, tobacco products of any kind, drinking of alcoholic beverages, drugs, or profanity are allowed on the campgrounds. \*Should a nicotine patch be needed, talk to the Camp Life Director who will work with the camp nurse.

If there is any cause for executive staff to search a room or cabin, staff belongings will be checked as well as those of the campers.

## **CLOSED CAMPUS POLICY**

Glacier Bible Camp and Eastern Montana Bible Camp are a closed campus during camps. This means that visitors are not allowed. Please alert your family and friends of this policy. Special permission can be given in specific circumstances, but must go through the Camp Life Director or Network Youth Director. For the safety of the camper, NEVER allow a camper to leave the grounds with a visitor. This is done only through the Camp Life Director or Network Youth Director.

**DAMAGE AND NEEDED REPAIRS** Please report damage or needed repairs to the office immediately. Damaged property should be reported with the name of the camper responsible. The Camp Director will decide the cost to the camper, if any. Vandalism will be reported to the church responsible for the camper. The church, not the Montana Ministry Network, will deal with the camper. This is confirmed by the pastor's signature on a camper's registration form.

## **STAFF-CAMPER INTERACTION GUIDELINES**

The heart behind these guidelines is to protect both the camp staff and the camper. Montana Ministry Network Summer Camps are a time for students to come and experience biblical community and grow in their faith. Observing these guidelines will help accomplish both purposes.

### **GENERAL GUIDELINES**

1. Camp staff are to model Christ-likeness in all their words, attitudes and actions.
2. Camp staff are to help create an environment of unity by supporting the leadership of Montana Ministry Network camps.
3. Camp staff are never to be alone with a camper. There are no exceptions to this guideline.
4. There is to be no physical contact of any kind between a camp staff and a camper. The only exceptions are corporate prayer times, in the case of a medical emergency or allowance for normal types of contact during a game or sporting event that is being played in a public area.
5. Camp staff-camper romantic relationships are not allowed. Any conversations about possible romantic relationships are not allowed.
6. Pranks, bullying, physical intimidation, threats, or violence of any kind between camp staff towards other camp staff and camp staff towards campers is not allowed. This includes pranking the property of campers. Such behaviors are unacceptable and may lead to dismissal from the camp.
7. Camp staff should refrain from any crude joking with, toward or about campers or other camp staff.
8. Camp staff should not make any comments of any kind with regards to the physical appearance or physique of Campers.
9. Camp staff should not make any critical comments about camper's parents, family, church or church leaders.
10. Private communications on social media or via text messages, picture messages or phone calls during or after camp between campers and camp staff is not allowed. The only exception is if the camper attends the same church as the camp staff and that church's social media policy allows for this.
11. Camp staff are to never make fun of, humiliate or bully a student. Nor are they to ever raise your voice or hand towards a student. This type of behavior will not be tolerated and will be dealt with appropriately.
12. Never favor one student over another. Treat all students with equal respect.

### **IN CABIN GUIDELINES**

1. Camp staff are to sleep in separate single beds nearest the main exit of the cabin.
2. Camp staff are never to be lying on the same bed as a camper.
3. Camp staff should always change clothes in private and never be completely unclothed in the presence of a camper.
4. Camp staff are to give campers complete privacy in the bathroom. This applies to use of toilets and use of showers.
5. Camp staff should not take photographs or video of campers in the cabins.

### **SERVICE GUIDELINES**

1. Male camp staff are to pray with guys only. Female camp staff are to pray with girls only. The only exception to this is a student's Youth Pastor praying for their students in a public setting (ex. During an altar call).
2. Camp staff should not remove campers to a private area for prayer or ministry.
3. Another camp staff must be present if you feel led to share "a word" with a camper.
4. Camp staff should not give directive counsel of any kind to a camper in private.
5. Any reports of abuse of any kind or intent to harm self or others by a camper to a camp staff must be reported to the Camp Director immediately.

## **EMERGENCY PROCEDURES FOR GLACIER BIBLE CAMPS**

### **1. LOST CAMPER**

- At first sign of a missing or lost person, immediately notify the camp director through the camp office personnel. They will notify the proper authorities.

### **2. FIRE**

- If in any building or structure, all people should exit immediately and if possible use a fire extinguisher. Have someone notify the camp director.
- If on the grounds, all campers should go to the amphitheatre. Someone in authority will call the proper authorities.

### **3. STRANGER ON GROUNDS**

- If you notice someone on the grounds who does not have proper identification, such as a lanyard with the camp schedule, or visitor badge, do not hesitate to notify security or an adult staff member immediately. The same caution should be given to vehicles.

### **4. SEVERE ILLNESS OR INJURY**

- As requested by the camp nurse, the camp manager will contact the proper people or transport someone who is severely ill or injured to the nearest medical center or insurance holder.

### **5. EMERGENCY PHONE NUMBERS**

- Ambulance, Police, Fire: 911
- Network Office in Billings: 406-652-2417
- Glacier Bible Camp Office: 406-387-5502

## **PLAN OF EVACUATION**

1. We will start the evacuation by emptying all buildings, having students and staff meet at the amphitheater.
2. When at the amphitheatre, we will have the students gather into their youth groups and will be accounted for. All those not having a youth leader will meet with the NYD.
3. If the evacuation time allows, we will allow students to get their belongings in an organized manner. If the evacuation time is short, we will load and leave the campground immediately in an orderly fashion.
4. If it is a permanent evacuation, after the vehicles are loaded with all campers and staff, and all are accounted for, we will return to our own cities.
5. If the evacuation time is short, we will load all campers and staff, account for each one, and house them at Kalispell Canvas Church (255 Summit Ridge Drive, Kalispell, MT 406-752-6426)

## **BEARS/WILDLIFE GLACIER BIBLE CAMP**

There is wildlife all around the area of Glacier Bible Camp. From time to time you may see a family of raccoons, woodpeckers, or squirrels. In addition, there are bears that wander into our campground. Although this is rare, it does happen from time to time. If this is the case, you must notify the camp office immediately as they will alert the proper authorities. DO NOT allow campers to taunt any wildlife on the grounds, as this could result in injury to themselves or others on the grounds. Do not attempt to deal with this type of situation by yourself.



# **EMERGENCY PROCEDURES FOR BIG SKY CAMP**

## **ALL CAMP ALERT:**

- When you hear the bell, immediately go to the Chapel and line up.
- Get a count of your campers and report any missing.

## **Phones:**

- Only Camp Manager, the Director, or the Nurse have the authority to call an Ambulance, Police, or Fire Department.
- The procedure is to call 911 if medical services are needed ask for the Lambert Ambulance.

## **Storms:**

- If there is a threat of storms, you will be notified during staff meeting or meals. On these days keep a closer account of where your campers are in case we need to take shelter.

## **Lightning:**

- Get off the ball field.
- Get out of the water. Lifeguards will shut the pool down when they hear thunder.
- When thunder is heard, the Jungle Swing, Climbing Wall, and Zip Line will be shut down until the camp manager or director states it is safe to resume.
- Seek shelter immediately (not under a tree).

## **High Winds or Tornado:**

- Seek shelter immediately. If you can't, lie down in a low ditch.
- Lie flat on the floor away from windows and cover your head and eyes with a pillow or mattress.
- If there is a tornado watch gather all the campers in the Chapel and stay informed
- If there is a tornado warning all campers and staff will report to the kitchen/dining hall The camp manager will be on the lookout and stay tuned to the National Weather Service and only he can give the all clear. No one may leave for any reason during a warning. In the case of the absence of the camp manager the director will fulfill these obligations.

## **Fire:**

- Camper safety always comes first. Get everyone to the ball field. Line up by cabins.
- Know the location of the nearest fire extinguisher to your cabin.
- Stay away from the pool, it's used as a water source for the fire department.
- If your smoke alarm sounds with no fire, contact the director or Camp Manager.
- Do not pull out the battery.

**NO CAMPER IS EVER TO HANDLE FIRE PROTECTION EQUIPMENT!**

- There is a fire trailer parked at the RV park with 300 gallons of water serviced and ready to use at any time.

## **Locations for fire extinguishers (all staff must know):**

Chapel, Directors Cabins (Holzworth), Kitchen/Dining Hall, Manager's House (upstairs & downstairs), Bathhouse Laundry Room, All exits on ARK, Snack Shoppe, Kauffman & #1 Shop

## **Emergency Phone Numbers:**

- Ambulance, Police, Fire: 911
- Network Office in Billings: 406-652-2417
- Eastern Montana Bible Camp Office: 406-583-7573

# CAMP PHILOSOPHY

Our Mission at camp is to create an environment where students experience God in a life changing way. Camp is one of the only times a student will have multiple days of non-interrupted time with their peers and with you as their leader. Our philosophy at camp includes this awareness. We desire to capitalize on the opportunity we have to change a life. To that end, here is our basic philosophy.

**1. We love God and want to share that love with others.**

Having a personal relationship with Jesus is important in your life and leadership. You will be asked to pray with campers, expecting God to minister to them. Your faith is on display this week. Share your life and faith with your campers.

**2. Attitude is everything.**

While working and playing, your attitude towards others and the work you've been given to do will speak volumes to those around you. Everyone gets tired and sometimes grumpy. Do all you can to stay above that. Remember this: I can do anything for a short period of time.

**3. Love.**

Your main job this week is to make the world a better place for the campers while at camp. You do not know who is watching you. It may be a camper who came from a difficult situation at home. You can either make their life better, or you can add more dark clouds to their perception of the world. Love others more than you love yourself this week. You are joining a staff that have all committed to the same agreement. Together, we can spread God's love this week. A smile goes a long way. Keep smiling this week!

## HOW TO DEAL WITH PROBLEMS

Sometimes issues arise and must be dealt with. There is an authority structure in place at camp, listed on page 4, that handles the issues that arise. The local youth pastor is relied upon to help with matters that involve his or her students as well.

**Common problems or difficulties that could surface that you need to be aware of are:** Bad attitude, emotional, harsh sarcasm, unusual shyness, etc. **Possible reasons for these problems or difficulties could be:** When a person has been wounded, either emotionally or physically, at some point in his or her life, they put walls up to guard their heart. (It's also possible they have been diagnosed as being on the Autistic spectrum.) Oftentimes this comes out through a bad attitude, emotional instability, sarcasm or even shyness. Don't let these walls keep you from ministering to this camper. They may not appear to be, but they are watching you from a distance and wondering if they can trust you. Be yourself. Don't push relationship on them. Give them space to be who they are, allowing them to see you are trustworthy. If and when they open up to you, be cautious to not take advantage of that and become a psychologist to them. Be a friend that is willing to listen. Be aware of what you say to them and how you say it. Give a lot of grace. **Never write any student off as a lost cause.**

Remember: camp is for the camper. Some students will be transformed before they go home and others have found a beginning point. It's not our job to change students, rather it's our responsibility to present God's unconditional love, grace, hope and salvation. We are a part of their journey.

## ATTITUDE TIPS

Camp is for the camper! Your attitude can either make this week the best week of a student's life, or a miserable one. Here are some tips to help you make this an incredible week.

- Laugh! Keeping a sense of humor throughout the week will benefit everyone. There will be moments when you are tired and want to be cranky. We encourage you to find your inner, funny self and go with that instead. The campers in your care will reflect your attitude.
- Stay Positive! With little sleep and a busy schedule, that can be challenging. With campers from every walk of life, that can also be a challenge. Remember, we're all in this together and you're not alone. If you have things that are troubling you, bring your criticisms to the appropriate leader. Never complain about camp or it's leadership to a camper. Equally, refrain from doing so with other leaders.

## THE CAMPER

Camp is designed for the camper. The games we play, the schedule, the services, etc. are designed to give our campers the best week possible. We believe that God helps us with the room assignments, meaning that the campers you have assigned to you are there for a purpose. Every moment with them counts, so make every moment matter! There are a few things that are important for you to recognize about the campers in your care this week.

- The campers in your care this week are not all the same. Take into account that they are all from different walks of life and in different places in their journey of life. Some come from Christian homes, some don't, and others come from in between there somewhere.
- Get to know your campers and the backdrop of their lives will assist you in ministering to them throughout the week. Again, this week is all about them. Also, make sure your campers are introduced to all their cabin mates. Assist them in getting to know one another.
- Sometimes campers have a hard time adjusting to their cabin mates and decide to move to another room to bunk with someone they know better. **DO NOT ALLOW CAMPERS TO CHANGE ROOMS!** If there is a legitimate issue, it must be taken to the Camp Life Director. Do not allow students to sleep in any room other than the one they were assigned to. Assist them in getting along with all cabin mates.
- Sometimes a camper will share a story with you just for the sake of shock value, and for an excited response from you. Do your best to not overreact, but calmly respond to him or her. It is wise to respect them in this process. It is easy to write them off as a camper with drama issues, but please do not do that. This is your opportunity to help them find a place of truth and stability.
- Sometimes a camper will feel safe with you and share personal information, such as abuse or illegal activity. There is a procedure in how to handle this type of situation that you must be aware of, listed on page 14.
- It is important and for their benefit that you participate with students in all activities, as this is where relationship is built and impact is made. This is not a week for you to just "hang out." This is a focused and specific time where you can pour your efforts into the lives of students. While you are doing that, the three parts of our philosophy will have a place to function.
- It is also important that you eat meals with your campers. This is for two reasons: 1. It allows you to have conversations with students that won't happen at any other time. 2. It allows you to see who is eating and who is not. If a student is physically sick, it is possible it is because they have not been eating. Please take the time to stand in the cafeteria line and then eat with your students, rather than with either a spouse or a friend. Your window of time with your students is short and every moment counts.
- Just as it is important to eat meals with your campers, it is equally as important to sit with them during the services. We ask that you make sure all of your campers arrive at the services and events and are not missing. By sitting with them, you are able to keep track of their whereabouts, but also for spiritual reasons. By being in their general vicinity, you are able to move to the altars with them when the appropriate time comes. Again, camp is about the camper and their opportunity to be changed. You are a major part of that change happening.

## OUR STAFF

Leaders receive a schedule on a lanyard of a different color than students and is to be worn at all times, with the exception of during games. This is for security reasons and is not a symbol of power but of a symbol of servant hood. Every leader who wears this is expected to function out of humility and the heart of a servant. In this way we are able to provide a safe and fun environment for campers to experience and know God.

We have daily staff meetings that you are required to be at. These are important times of making sure everyone is on the same page and we are getting our jobs done. At the end of staff meeting, you will receive a \$3 staff coupon that is good at the snack stand, coffee house and t-shirt shop/candy stand.

## **SPIRITUAL HELPS** **LEADING SOMEONE TO CHRIST**

While at camp, you will be given the opportunity to lead campers to Christ for the first time. That simply means that you will be introducing them to Christ, to His love and salvation, and to what it means to follow Christ. The following are Scriptures to assist you in the process.

Remember, these are students ranging in grades 3-12 (Kid's Camp, Jr. Teen Camp, Sr. Teen Camp), so be age appropriate as you present the Gospel.

Share your story! What was your life like before Christ, what made you make the decision to follow Christ and how has your life been since your decision to follow Christ? Ask questions verses "preaching" at them. Let them participate in the conversation. If you find yourself talking too much, stop and let them respond and be a part of their decision. Let the student make the decision, and make sure there's a clear understanding of the decision they're making. Find out if they desire salvation or do they want prayer for a specific problem.

Be cautious of getting too deep and complicated. Keep it simple. Some students are unaware of anything the Bible says, or the language of a Christian. They may know very little about church or God. Use Scripture as the authority of what you are saying. Let them read what it says about salvation and God's love.

### **Basic Plan of Salvation**

1. "...We have been made right in God's sight by faith, we have peace with God because of what Jesus Christ our Lord has done for us." Romans 5:1 NIV
2. "But God showed his great love for us by sending Christ to die for us while we were still sinners." Romans 5:8 NIV
3. "For God so loved the world that he gave his only Son, so that everyone who believes in him will not perish but have eternal life. God did not send his Son into the world to condemn it, but to save it." John 3:16,17 NIV
4. "For the wages of sin is death, but the free gift of God is eternal life through Christ Jesus our Lord." Romans 6:23 NIV
5. "God saved you by his special favor when you believed. And you can't take credit for this; it is a gift from God. Salvation is not a reward for the good things we have done, so none of us can boast about it. For we are God's masterpiece. He has created us anew in Christ Jesus, so that we can do the good things he planned for us long ago." Ephesians 2: 8-10 NIV
6. "For if you confess with your mouth that Jesus is Lord and believe in your heart that God raised him from the dead, you will be saved. For it is by believing in your heart that you are made right with God, and it is by confessing with your mouth that you are saved. As the Scriptures tell us, "Anyone who believes in him will not be disappointed." Jew and Gentile are the same in this respect. They all have the same Lord, who generously gives his riches to all who ask for them. For "Anyone who calls on the name of the Lord will be saved." But how can they call on him to save them unless they believe in him? And how can they believe in him if they have never heard about him? And how can they hear about him unless someone tells them? And how will anyone go and tell them without being sent? That is what the Scriptures mean when they say, "How beautiful are the feet of those who bring good news!" Romans 10:9-15 NIV
7. "If we say we have no sin, we are only fooling ourselves and refusing to accept the truth. But if we confess our sins to him, he is faithful and just to forgive us and to cleanse us from every wrong. If we claim we have not sinned, we are calling God a liar and showing that his word has no place in our hearts." 1 John 1:8-10 NIV

## **ABC's of Salvation**

- A.** Ask Christ for forgiveness of your sin.
- B.** Believe that He died on the cross for you.
- C.** Confess that you are a sinner and in need of God's mercy and grace.

Lead them in prayer, asking for salvation and to begin their relationship with God. Encourage them to read about Jesus in the Gospels and to learn more about salvation in Romans. Encourage them to read the Bible often, but not in a religious way that would cause them to feel guilty when they don't. Encourage them to build on their relationship with God by loving God and loving others.

There should be a change in the way they look at life. For example: Where they used to be angry, they will instead begin to have compassion. Encourage them to be aware of a change in their behavior because of the inward change that's happened in their lives. Encourage them to embrace this lifestyle change, due to their decision to give their life to God, who loves them and has a purpose for their life.

Encourage them to talk to their local youth pastor/leader about their decision to follow Christ. Discipleship will happen back at home. You have been a part of the beginning of their walk with God. Commit to pray for them, but don't commit to something you won't do. In other words, don't promise to pray for them everyday if you aren't going to. Instead, commit to what you know you will do. Release them to their local youth pastor/leader.

## **BAPTISM IN THE HOLY SPIRIT**

We believe that every person receives the Holy Spirit in his or her life at the time of salvation, and that there is a subsequent event in the life of the believer called the Baptism in the Holy Spirit. This is the empowerment of the believer as described in Acts 1:4-5, and displayed for us in Act 2:1-4 as well as Acts 8:14-20; 9:17; 10:44-48; 11:14-16; 15:7-9; 19:1-7.

The Scriptures do not give a formula for receiving the baptism of the Spirit, but the following considerations will be helpful:

- Every believer is a candidate. (Joel 2:28-29; Acts 2:38-39)
- It is a gift that is given, not earned. No one is good enough, but because it's a gift, it is freely given out of God's grace for us, and serves a purpose in the body of Christ. (1 Corinthians 12)
- Encourage the person to be expectant and open, to ask expecting God to do something in their life. (Luke 11:9-13)
- Praise and worship with them, pray out loud yourself and encourage them to pray out loud. Quietly pray in tongues yourself as to encourage them that some words that come to their mind aren't just fake, but in fact it is the Holy Spirit speaking to them.
- God's timing may be different from ours. Just because they don't experience a personal prayer language (tongues) doesn't mean the Holy Spirit isn't with them or hasn't done anything. Encourage them to continue seeking and studying.

Leave things on a positive, encouraging note. This is so important especially if they didn't receive their prayer language. Remind them that God loves them no matter what and has plans for their life, to keep seeking Jesus, not the gift. God will use them regardless!

## **WHAT IS ABUSE AND HOW TO DEAL WITH IT**

As an adult staff member, you must be aware of issues and situations that may arise while you are working with minors. Abuses can be either physical, verbal, emotional or sexual. While working with campers this week, you may encounter personal testimony from one or more of your campers. You need to know what to do if that happens.

### **OUR POLICY ON ABUSE**

If a minor shares specific statements regarding incidents of abuse or neglect, or if there is suspicion of such, you are required to report it to the camp Director immediately. At no time are you allowed to keep these incidents a secret. If a minor asks you to not tell anyone what he or she is about to tell you, you must not promise to do so.

If it appears that a minor is going to tell you a personal testimony of abuse, you may gently let him/her know that if they are, you are required to not keep that information a secret. If they continue to share a specific incident with you, you need to document it on paper, date and sign it.

From there, the information will go to the camp Director and to the camper's local pastor.

- Control your emotions. Never blame, punish or embarrass a student.
- Don't deny their story.
- Bring their focus to God, as He is their ultimate Healer.
- Reassure them that they no longer have to keep a secret and that you will assist them in getting the help that is needed.
- Help them to feel safe, as they are feeling vulnerable at this time. They may also feel as though they are in trouble, or will be in trouble for revealing a secret.
- Explain to them the procedure, which is to get the proper and safe help that is needed.
- Do not wait until a later time to take this information to the proper leaders. Do not wait until you go home to reveal this information.

### **Working With The Disabled**

Approach disabled people as human beings, not as cripples. Even though a person's body is impaired, there is still a human being living inside and these people need to be treated as such.

Treat the person as if there were no disability present, at least in terms of relating and having a conversation with them. There is a tendency for us to be uptight and uncomfortable around disabled people. Being more relaxed and natural around them really helps. Disabled people don't want pity or sorrow, but do appreciate loving understanding.

It is important when speaking to a handicapped person for a long period of time to try to be at the same level. For example: A person in a wheelchair must always be looked down at by a person standing up. This makes both parties uncomfortable. A disabled person appreciates it when a person sits down and talks to them on their own level. When meeting a disabled person, don't draw attention to their disability or make a big fuss over them. It makes them feel uncomfortable.

An appropriate response is to ask, "Can I be of help to you?" If they request help, then give it. If not, then stand patiently by and allow the disabled person to do their best, even if it means watching them struggle. Don't ever push someone in a wheelchair unless they request your help. It is very dehumanizing. Don't touch a person in a wheelchair any differently than you would any other of your peers-such as patting them on the head, or touching their face, like you would a small child. Such gestures can be dehumanizing and socially awkward for the individual.

**Montana Student Ministries**

2147 Overland Ave. Ste. 100

Billings, Montana 59102

406-652-2417

[www.montanastudentministries.com](http://www.montanastudentministries.com)