



MONTANA STUDENT MINISTRIES

**JR STAFF MANUAL
SUMMER CAMPS**

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Welcome

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

In this manual is the key to unlock the hidden treasure on the campground. Okay, not really, but wouldn't that be fun? Instead, this manual is your key to a successful week of camp. Without reading it, you will not be fully prepared to be the best Jr. Staff member that you can be.

The reason for this manual is for you to have an understanding of what it means to be a staff member at camp and what is expected of you. This week of camp you are not a camper, but a staff member, which means it is very important that you are aware of a few things that all staff are required to know.

So start reading your Jr. Staff manual and let the excitement begin!

Important Information:

Structure of authority is: NYD, Camp Director, Assistant Director, Camp Life Dir.

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: 4:00 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: 11 am

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
- Tight Yoga Pants
- 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.**

* No t-shirts with objectionable writing or pictures are to be worn.

SPECIAL GOVERNMENT/CAMP STATEMENT

No weapons, fireworks, tobacco products of any kind, drinking of alcoholic beverages, drugs, or profanity are allowed on the campgrounds.

Take note: If there is any cause for executive staff to search a room or cabin, you should expect that your belongings will be checked as well as those of the campers.

CLOSED CAMPUS POLICY

Glacier Bible Camp and Eastern Montana Bible Camp are closed campuses 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, Camp Director or Network Youth Director (NYD). 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 NYD or Camp 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.

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.

EXPECTATIONS

You may expect to hang out with your friends. You will do just that, but we also expect you to work hard together. Remember, you are a staff member, not a camper.

You may expect to eat great food. You will do that every day, but you will also be expected to volunteer at the Snack Stand and the Cafeteria to assist those hired to work there for the week.

You may expect to receive prayer at the altars. You will have those moments as a group of Jr. Staff members, but you are expected to give of your life to the campers.

You may expect to be at every service. You will attend several services, but you will be expected to volunteer for positions that take place during a service, and not actually in the service.

You may expect to sleep in, but we expect you to get up at the scheduled time and attend the required staff meeting. You are expected to be at the right place at the right time without the adult staff needing to track you down.

You may expect to pull pranks and be crazy like the campers, but we expect you to be responsible while being tasteful and fun. You are expected to go to bed at the scheduled time. Guy and girl staff members are not allowed to sneak out together, or enter one another's rooms. If such behavior is accomplished, sadly enough, you will be sent home.

You may expect to do what you want, but we expect you to follow the rules, follow the schedule and follow those in authority. If you feel the need to not do that, you will need to visit with the Registrar and work out the appropriate schedule.

CAMP PHILOSOPHY

In other words, why we do what we do

As a Jr. Staff member, we want you to enjoy working at camp. It should be one of the best parts of your summer. In order for that to happen for you, and for us, you need to be aware of why we do what we do. Camp is exhausting and it goes by very fast. In order to make this an amazing week, please read about our philosophy at camp.

1. We love God and want to share it with others

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

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, such as adults, campers and fellow Jr. Staffers. If you feel upset about something, you may respectfully voice your feelings to the appropriate person and not criticize or tear down the person you are upset with. Work out your grievance the right way.

3. Love

* Your main job this week is to make the world a better place while at camp. You do not know who is watching you. It may be a student who came from a difficult situation at home and 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 of your peers and of adults 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!

EMERGENCY PROCEDURES FOR GLACIER BIBLE CAMP

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

a. If in any building or structure, all people should exit immediately and if possible use a fire extinguisher. Have someone notify the camp director.

b. 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.

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.

EMERGENCY PHONE NUMBERS

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

EMERGENCY PROCEDURES FOR BIG SKY KIDS 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). If you can, put down the gigantic steel rod you're holding and squat with your weight on your toes.

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 this can be towed by any vehicle with a two inch ball this needs to be public knowledge so in the event of a fire it will be ready

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

HOW TO TREAT 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. For someone who's in a wheelchair, don't ever pat them on the head like you would a child or touch their face. You'd never do that to a peer of yours – doing it to a handicap person is very dehumanizing and socially awkward.

THE END

Just kidding!

The last thing we want you to know is this ...

It is an honor to have you give your personal time to camp this summer. Camp would never be able to function without you. You are vital to our team and we think highly of you! We want to invest in you while you are here, not just work you hard. We'll laugh together, cry together and have more fun than should be allowed. We're excited to spend time with you.

Have a safe trip to camp. Oh, and get plenty of sleep before you come because you're not guaranteed to get much of that here! It's going to be a fun adventure and we can't wait to start that adventure with YOU!

THE END

For real!