

# **Adult Staff Manual**

## **Glacier Camps**

## WELCOME

First of all, "THANK YOU!" Thank you for taking a week to minister to the students of your church, the students of Montana and the leaders you'll serve with. Summer Camp is an awesome time for kids and leaders to grow in their relationships with others, make new friends and most important, experience God in a life changing way!

During your time at camp you will have the opportunity to speak into the lives of others, pray for others and be prayed for. Our goal as a leadership team is to create environments and opportunities for everyone at camp to be ministered to.

We encourage you to be in constant communication with your local leaders. They may have information to help you plan and prepare for the week.

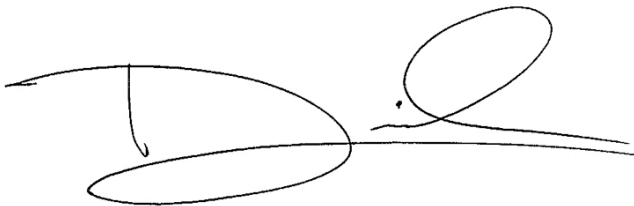
Throughout the week we ask that you would do the following...

- \*Lead Strong (Lead by example.)
- \*Love Everyone the Same (Don't play favorites.)
- \*Serve w/a Great Attitude (Students will respond the same way you respond to serving.)
- \*Engage in Worship, Small Groups and other activities. (Kids will follow you!)

Your week of camp will be very rewarding! You will get to see God move in ways that you could never imagine. You will also see kids lives transform right in front of you. It's pretty awesome to be a part of what God is doing! Camp is also a time for you to press into the Lord. We do not want you walk away from camp spiritually empty! You may be physically tired a the end of the week. But, we hope that you'll leave with a greater love for God and a passion to share that love with people when you get home.

Again, Thank You for being a part of an amazing week! I can't wait to meet you, pray with you and lead with you!

Blessings,

A handwritten signature in black ink, appearing to read 'David Alexieff'. The signature is fluid and cursive, with a large initial 'D' and a long horizontal stroke extending to the right.

David Alexieff  
Student Ministries Director  
Montana Ministry Network

## **STRUCTURE OF AUTHORITY**

### **Network Student Ministries Director**

- The Student Ministries Director oversees the camp in its entirety and 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.”

### **Director**

- May or may not be the Student Ministries Director. 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 Student Ministries Director.

### **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 Student Ministries Director and/or Director.

### **Student Life Director**

- The Student 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 Student Life Director. The Student Life Director is in charge of the camp in the absence of the Student Ministries Director, Director and/or Staff Director.

## **CAMP POLICY AND GENERAL INFORMATION**

MONDAY:

Registration:

- GBC - Youth camp: 1-3 pm
- GBC - Glacier Kids Camp: 1-3 pm

Staff Orientation:

- GBC - Youth camp: 4:00 pm
- GBC - Glacier Kids Camp: 4:00 pm

End of Camp:

- GBC - Youth camp: 9 am on July 18 (HSC) & August 1 (MSC)
- GBC - Glacier Kids Camp: 9 am on July 24

At GBC keys to rooms are available in the camp office after registration. There is a \$25 fee for all unreturned keys. Every cabin staff should obtain a room key.

### **What to bring:**

- Pillow, & Sleeping Bag.
- Bible
- Pencil/Pen & Notebook
- Shower & Beach Towels
- All Toiletry Items
- Appropriate Clothing for Services.
- Recreational Clothing for Water & Mud Sports
- Spending Money/offering

### **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
- Cellphones, TV's & Video games

### **Camp Dress Code: Modesty**

Because we are His, we respect ourselves and our bodies as God-given and unique gifts to be used for His purposes and His glory. All clothing must be modest and in good taste. Therefore, the following dress code will be observed for campers, staff and volunteers:

**Both Guys and Girls:** Undergarments should be covered at all times. 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.**

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

## **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 should always change clothes in private and never be completely unclothed in the presence of a camper.
2. Camp staff are to give campers complete privacy in the bathroom. This applies to use of toilets and use of showers.
3. 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 Student Ministries Director.
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.