

Adult Staff Manual

Big Sky Kids Camp

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.

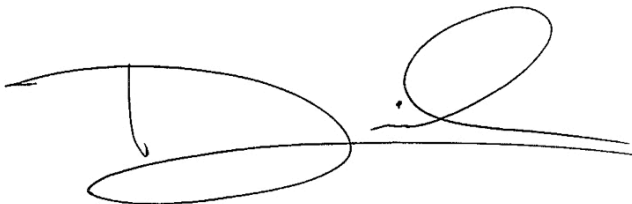
Throughout the week we ask that you would do the following...

- *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 at 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 loop at the end.

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:

EMBC – Big Sky Kids Camp: 2:30-4:30 pm

Staff Orientation:

EMBC – Big Sky Kids Camp: 4:30 pm

End of Camp:

EMBC – Big Sky Kids Camp: 11am on August 7

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 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