

Jr. Staff Manual

Big Sky Kids Camp

Welcome

Welcome to the team! Many of you have been to camp as a student and have seen Jr. Staff serve and have said, “I can’t wait to be part of the Jr. Staff team!” Well, that time has come, and we’re excited that you have decided to serve at summer camp.

Serving as a Jr. Staff at camp is one of the funniest weeks of the summer. You get meet new friends, spend time with some great pastors and most important, learn how to serve others! Remember, during this week you are not a camp, but a staff member.

Jr. Staff are very important to the success of our summer camps. You will help with our afternoon games, serve in the cafeteria, and other various roles. It is very important that you serve with a great attitude and fulfill your role to the fullest.

It won’t all be work! There will be a special time just for you to get away and be ministered to. You will have the opportunity to engage in worship, hang out with you friends and more.

Please read through this manual, as it will help have an understanding of what it means to be a staff member at camp and what is expected of you as a Jr. Staff. Also, make sure you as your church leaders what their expectations or goals are for you during you time at camp.

Again, we are so excited to have you serve on our team!

Blessings,

A handwritten signature in black ink, appearing to read 'D. Alexieff', with a stylized flourish at the end.

David Alexieff
Student Ministries Director
Montana Ministry Network

Important Information:

Structure of authority is: Student Ministries Director, Camp Director, Jr. 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/BGMC 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 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