

Jr. Staff Manual

Glacier Camps

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 extending to the right.

David Alexieff
Student Ministries Director
Montana Ministry Network

Important Information:

Structure of authority is: Student Ministries Director, Camp Director, Staff Director, Student Life 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/ STL/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 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.