

Staff Manual

Summer Camps

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.)

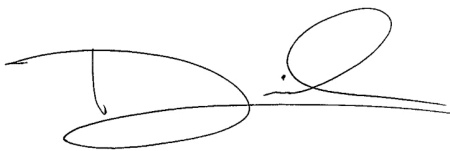
*Serve w/a Great Attitude (Students will respond the same way you respond to serving.)

*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 'D. Alexieff', with a stylized flourish extending to the right.

David Alexieff
Student Ministries Director
Montana Ministry Network

STUDENT MINISTRIES DIRECTOR

David Alexieff

STUDENT MINISTRIES ADMIN

Becca Seroogy

HIGH SCHOOL CAMP

Staff Director: Dave Ginther
 Student Life Director: Joe Epley
 Nurse:
 Nurse Assistant:
 Worship: James River College
 Speaker: Eric Hoffman

GLACIER KIDS CAMP

Staff Director: Duane Dешner
 Student Life Director: Shawn Madsen
 Nurse:
 Nurse Assistant:
 Worship: Local Leader
 Speaker: Karl Bastian

MIDDLE SCHOOL CAMP

Staff Director: Bill Lanes
 Student Life Director: Joey Taylor
 Nurse:
 Nurse Assistant:
 Worship: Local Youth Pastors
 Speaker: Twyla Kuntz

BIG SKY KIDS CAMP

Director: David Alexieff
 Nurse:
 Nurse Assistant:
 Worship & Speaker: Kelly Presson

STRUCTURE OF AUTHORITY

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 go 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.

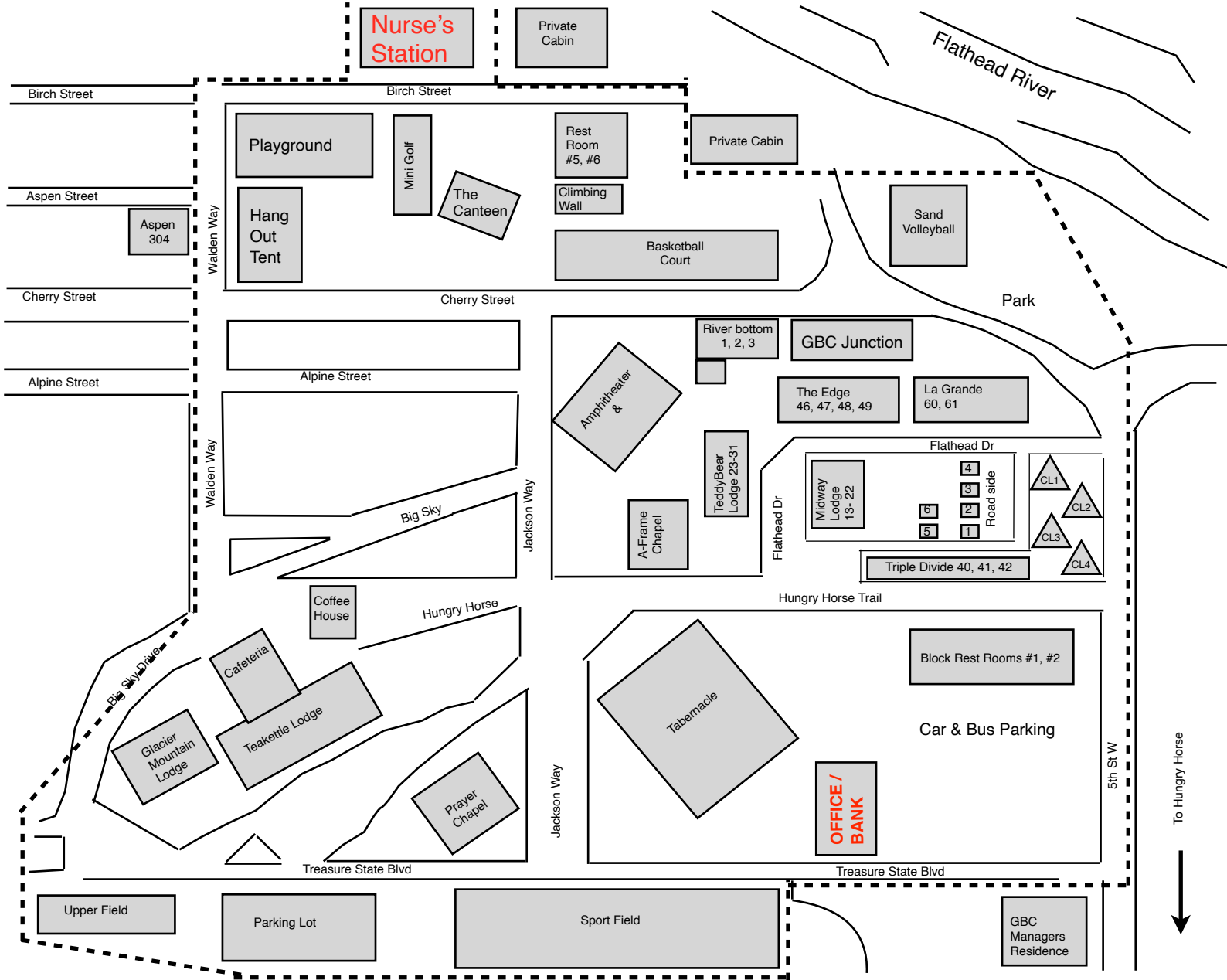
Staff Director

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 disciple issues that don't require student 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.

GBC camp map



dress code

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 male and female: Undergarments should be covered at all times. No clothing with objectionable writing or pictures are to be worn.

***We reserve the right to ask any camper or staff to change clothing that does not comply with the rules.**

packing list

- Pillow & sleeping bag
- Bible, pen, notebook
- Shower and beach towels
- All toiletry items
- Appropriate clothing for services
- Recreational clothing for water and mud sports
- Money - spending and offering
- Watch
- Water bottle
- Fan

DO NOT BRING

- Inappropriate clothing
- Fireworks, weapons,
- Alcohol, tobacco, drugs
- Improper reading material
- Pets
- Computers or tablet (unless absolutely necessary for work)
- TVs, and/or video games

1. **PLEASE MAKE THIS ONE OF THE MOST “OTHERS CENTERED” WEEKS EVER!** Whether you are a camp “rookie” or “veteran,” it is important for you to reach out and make friends with people you may not hang out with normally. One of the best parts of camp is the friendships you forms. So from the minute you get off the bus until you return home, try to connect with and talk to as many people as you can.
2. **NO MATTER WHAT HAPPENS...SMILE!** If your bus breaks down...SMILE! If the toilets back up...SMILE! If the showers are cold...SMILE! If it rains...SMILE! It is important we make camp fun no matter what is happening.
3. **CAMPS ARE A FAMILY THING!** We ask that everyone be WHERE THE GROUP IS and be ON TIME. Please do not view scheduled events as optional. Thank you for understanding our desire for staff to be mingling, ministering to, and hanging out with our campers. Please do not leave the campgrounds once camp has started. **STICK WITH THE FAMILY!**
4. **WHEN IT IS TIME TO GO TO SLEEP, BE RESPECTFUL OF OTHERS AND GO TO BED** (do not consider yourself the exception). The reason we ask for every to get sleep each night is because exhausted people kill the groups’ energy and makes it hard for everyone to have an awesome time. Please be mature enough to get quiet when we ask.
5. **ROMEOS AND JULIETS - PUT YOUR DREAMY LOVE RELATIONSHIPS ON HOLD FOR THE WEEK!** Save your drama for your mama! If you are already married, be an appropriate example of a healthy relationship for our campers.
6. **REMEMBER TO HAVE FUN! COME EXPECTING GREAT THINGS!**

Do not be afraid to set HIGH expectations for your campers. They will often rise to the challenge and surprise you with their willingness to live up to those high standards. However, it is likely you will encounter discipline issues. Discipline is a matter of creative effort on the part of the leader. Each student and each new situation is unique. Below are certain guidelines that are to be met while at camp:

1. Avoid creating situations which will cause temptations such as letting wrong behavior slip by as if unnoticed, ignoring rules yourself, keeping your valuables out in the open.
2. Effective discipline explains what the student has done wrong and offers alternative avenues of behavior.
3. NO student is to be disciplined physically in ANY way or isolated. This includes washing out mouths with soap and/or abusive physical exercise. If you think you are going to have to hit a student, it is time to see the Student Life Director.
4. NEVER deprive a student of food or sleep or place alone without staff supervision and observation. DO NOT subject a student to ridicule, threat, or corporal punishment.
5. Do not yell at a student; however, be firm with them.
6. Make sure you make an honest effort to get to the bottom of an argument or fight. Talk to both parties and take notes. Let each one present their side. It usually turns out that both are wrong.
7. Keep any fighting students away from each other. This allows the dispute to cool and die.
8. If you must bring a behavior problem to the Student Life Director, do not simply say, "they have been bad all day long." Be specific on the issue and bring it to the Student Life Director as soon as you know you can not handle it.
9. ONLY under the advisement of the Student Life Director, Director, or Student Ministries Director may anyone make phone calls to the student's home for guidance with a situation.
10. If you are cabin staff and are having minor behavior issues with a student, bring it to the attention of the student's youth leader before bringing it to the Student Life Director.
11. Any major student behavioral issues should be brought to the Student Life Director's attention immediately.

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

- Model Christ-likeness in all words, attitudes, and actions.
- Create an environment of unity by supporting the leadership of Montana Ministry Network Camps.
- Never be alone with a camper. No exceptions.
- No physical contact between camp staff and camper. The only exceptions are corporate prayer times, in the case of medical emergency, or allowance for normal types of contact during a game or sporting event that is being played in a public area.
- Staff-camper romantic relationships are not allowed. Any conversations about possible romantic relationships are not allowed.
- Pranks, bullying, physical intimidation, threats, or violence of any kind between staff or between staff and camper is not allowed. This includes pranking the property of others. Such behaviors are unacceptable and may lead to dismissal from the camp.
- Refrain from any crude joking with, toward, or about campers or other staff.
- Do not make any comments of any kind with regards to the physical appearance or physique of campers.
- Refrain from making any critical comments about the campers parents, family, church, or church leaders.
- Private communications on social media or via text messages, picture messages, or phone calls during or after camp between campers and staff is not allowed. The only exception is if the camper attends the same church as the staff and that local church's social media policy allows for this.
- NEVER make fun of, humiliate, or bully a student. Do not raise your voice or hand to a student. This type of behavior will not be tolerated and will be dealt with appropriately.
- Treat all students with equal respect. Do not show favoritism.

IN CABIN GUIDELINES

- Always change clothes in private and never be completely unclothed in front of campers.
- Give campers complete privacy in the bathroom, showers and toilets.
- Do not take photographs or video of campers in the cabins.

SERVICE GUIDELINES

- Male staff are to pray with male campers only. Female staff are to pray with female campers only. The only exception to this is a student's Youth Pastor praying for their students in a public setting such as during an altar call.
- Do not remove a camper to a private area for prayer or ministry.
- Another staff must be present if you feel led to share a "word" with a camper.
- Refrain from giving directive counsel of any kind to a camper in private.
- Any reports of abuse of any kind or intent to harm self or others by a camper to a staff must be reported to the Network Youth Director immediately.

PRACTICAL GUIDELINES

- Catch students doing something right. Focus on the positive.
- Don't give out medications - that is the nurse's job
- Never hit a student - even if only joking
- Alert proper people immediately when problems arise
- Be cautious with in-depth counseling! There is wisdom with a multitude of counselors.
- Be on time! Being late with your students says that you don't care.
- Help enforce the dress code before students leave the dorm. (Be gentle, don't embarrass).
- Pray for your students daily.
- Follow up with your students. Those who spend the most time wins.
- Take every opportunity to encourage and pray WITH your students
- Look for damage in your room.
- NEVER give up on a student.
- Attend all leadership meetings.

1. LOST CAMPER

- At first sign of a missing or lost person, immediately notify the Student Life 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 amphitheater. Someone in authority will call the proper authorities.

3. STRANGER ON CAMPGROUNDS

- If you notice someone on the grounds who does not have proper identification, such as a lanyard with the camp schedule or a visitor badge, do not hesitate to notify security or office personnel immediately. The same caution should be given to vehicles.

4. SEVERE ILLNESS OR INJURY

- If you see a person injured or ill, stay calm. Make sure someone has contacted the nurse or have someone contact security to get the nurse.
- Until nurse arrives, keep the area around the injured person clear and everyone around calm. Encourage all unnecessary people to move on to wherever they need to be.
- When nurse has arrived, go about your duties. Do your best to get all unnecessary people to leave with you. Remember there is no need to talk about the person who is sick or injured.
- The Student Life Director or Staff Director will contact the proper people regarding the injured person. They will be the ones who will arrange any necessary transport to the nearest medical center if needed.

5. EMERGENCY PHONE NUMBERS

- Ambulance, Fire, Police: 911
- Network Office - Billings: 406-652-2417
- Glacier Bible Camp Youth Office - 406-387-5545

plan of evacuation

1. Empty ALL buildings, students and staff gather at amphitheater.
2. At amphitheater, staff and campers group into youth groups. Main leader make sure all from your church are accounted for. All those that did not come with a youth group will meet with the Network Youth Director.
3. If evacuation time allows, students and staff may gather their belongings in an organized manner. If evacuation time does not allow, students and staff will immediately load onto buses and leave the campground in an orderly fashion.
4. If the evacuation is permanent, after vehicles are loaded with campers and staff and ALL are accounted for, all will return to their own cities.
5. If the evacuation is temporary, after vehicles are loaded with campers and staff and ALL are accounted for, all will go to Kalispell Canvas Church (255 Summit Ridge Drive, Kalispell, MT 406-752-6426) until able to return to the campground.

wildlife at camp

There is wildlife all around our campgrounds. MOST wildlife that you will encounter will not be dangerous to staff and campers. However, bears do live in area. While it is rare, if you do see a bear DO NOT scream or run. Stay calm, remain still, and talk in low tones to help the bear recognize that you are not prey). If bear is stationary, move slowly away in a sideways motion or wait until the bear leaves. ALWAYS make sure the bear has a way to escape. (National Park Service, <https://www.nps.gov/subjects/bears/safety.htm>). Notify camp office immediately once you are safely away so they can alert proper authorities. DO NOT allow campers to taunt ANY wildlife on the grounds. DO NOT attempt to deal with this type of situation by yourself.

leadership reminders



Camp is for the campers. Be with students at dinner, in line, in service, at free time.



Do not be lenient with the ppda rule (no private or public displays of affection)



Do not ignore situation that need attention, especially if you see a young person being mistreated.



Be a curfew enforcer. When it's time to be in the rooms, make sure your students are in their rooms.



Fun is an attitude, not an activity, even when you are tired and being stretched. Participate in the games, pre-service activities, teams, free time, etc...



Be an example in keeping the rules. It makes a big difference. Be in unity with camp leadership and other staff members.



Be a servant leader. Be ready to meet whatever need you see: games, food, etc.



Be an example during services. Enter into worship, take notes, engage in the message.



Remember that ministry flows out of relationship. Be their leader first, their friend second.

leading someone to Christ

Camp is an incredible opportunity for a person to make the decision to follow Jesus. Feel free to use this as a reference in being used by God for one of the coolest things ever.

ABC's

A - accept that you need someone to rescue you

B - believe that Jesus is the only one who can rescue you

C - commit to have a relationship with Jesus becoming more like Him every day

Extended version

Romans 3:23 - All have sinned

Romans 6:23 - The wages of sin is death

Romans 5:8 - God demonstrated His love for us, while we were still sinners Christ died for us

Romans 10:9 - Confess with your mouth

Romans 10:10 - Believe in your heart

Romans 10:13 - Whoever calls on His name shall be saved

Revelation 3:20 - Behold I stand at the door and knock

John 1:12 - All who believe in His name become children of God

2 Corinthians 5:17 - If anyone is in Christ, he is a new creation, the old has gone and the new has come

Answers to Common Questions about Salvation

Am I a sinner?	yes, Romans 3:23
Do I need to be saved?	yes, Romans 6:23
Can I be saved any other way?	no, John 14:6
Does God love me?	yes, John 3:16
Am I too young to receive Jesus?	no, Mark 10:14

baptism in the Holy Spirit

We believe that every person receives the Holy Spirit in his or her life at the time of salvation and that there is a subsequent event in the life of the believer called the Baptism in the Holy Spirit. This is the empowerment of the believer as described in Acts 1:4-5 and displayed for us in Acts 2:1-4, 8:14-20, 9:17, 10:44-48, 11:14-16, 15:7-9, and 19:1-7.

Remind them:

- That the Holy Spirit is our Comforter, Advocate, etc
- Having a prayer language is a small part of it but not the most significant piece
- To focus on loving God and having a real relationship with Him
- God's ways are beyond human understanding, do not let anyone make them feel like something is wrong with their relationship with God if they do not have a prayer language

As adult staff, you may encounter personal testimony from one or more of your campers regarding abuse. Abuses can be physical, verbal, emotional, or sexual. It can also take the form of neglect. Here is the process:

1. Stay calm, listen, be loving
2. As gently as possible let student know you can not keep this a secret
3. Notify Camp Director immediately
4. Camp Director and camper's youth pastor will talk with student
5. Camp Director will notify appropriate authorities
6. If a specific incident of abuse was shared with you, you will need to document your conversation. Sign and date document and give it to Camp Director in sealed envelope.

Tips for listening while someone shares about abuse

- Control your emotions. Never blame, punish, or embarrass a student. Do not show disgust as they may see it aimed at them rather than the act or perpetrator .
- Don't deny their story.
- Bring their focus to God as He is their ultimate Healer.
- Reassure them that they no longer have to keep this secret and that you will assist them in getting them the help they need.
- Help them to feel safe as they are feeling vulnerable at this time. They may also feel as if they are in trouble or will get in trouble for revealing the secret.
- Explain the process to them which is to get the proper and safe help that is needed.
- Remind them that even though this has to be shared with the proper authorities, the ONLY people you will talk to about it is the Camp Director. Share with them that you respect them and their right to privacy. You will not gossip about them even if not using their name.

Approach disabled people as the human beings they are, not as cripples. Even though a person's body is impaired, there is a human being living inside. They should 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 people 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 to time to try to be at the same level. For example: A person in a wheelchair look up when talking to a person who is standing. This can make both parties uncomfortable. A disabled person appreciates it when another sits down to talk 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 uncomfortable.

An appropriate question is to ask, "Can I be of help to you?" If they request help, give it. If not, then stand patiently by and allow the disabled person to do it themselves even if it means watching them struggle. Do not push someone in a wheelchair unless they request your help. It is very dehumanizing. Do not touch a person in a wheelchair any differently than you would any other of your peers - such as patting them on they head or touching their face as you would a small child. Such gestures can be dehumanizing and socially awkward for the individual.