



MICHIANA CHRISTIAN CAMP

DEAN'S MANUAL

Making Christ known through memorable experiences
while creating real relationships with lasting impact.

WWW.MICHIANACAMP.ORG

CONTENTS

DEAN INFORMATION	6
PLANNING SCHEDULE	11
FACULTY TRAINING	12-13
POLICIES AND PROCEDURES	14
DEPARTMENT OF HUMAN SERVICES	26
JOB DESCRIPTIONS	30
ADDITIONAL INFORMATION	







MISSION AND VISION

Our mission is to make Christ known by cultivating an environment where memorable experiences lead to real relationships and result in eternal impact.

Michiana Christian Camp is a place of refuge; a place where people discover, grow and experience God's transforming power.

VALUES

Faith
Servant Heart
Excellence
Fun



HISTORY

Michiana Christian Camp is a religious non-profit corporation affiliated with the

Churches of Christ and Christian Churches of southwestern Michigan and northwestern Indiana. Since Churches of Christ and Christian Churches are locally autonomous (no denominational headquarters or control), the camp is incorporated as an independent body with its own Board of Representatives. This Board consists of two to five representatives from each supporting congregation, with only two having voting privileges at meetings. The Camp President, Vice-President/Secretary, Treasurer, Executive Board members-at-large and Trustees are all selected by and from within this

official body.

Long before MCC was officially organized, a program of summer camping

for children was being regularly held by our brotherhood churches. Beginning in 1954, summer camps were held at various rented facilities as time and staff allowed. Because of several problems, such as high rental expenses, limited use of facilities, inadequate building and frequent interference by outside groups, it was soon decided to seek a "place of our own." In the spring of 1965, several interested area ministers met for the purpose of investigating this possibility.

Having considered and rejected several possible sites, it was learned that a large farm northwest of Niles had just been offered for sale. On July 4, 1965, representatives from most of the area churches met at the "Moore Farm" and spent several hours walking over the grounds and discussing its potential. After considerable time in prayer, the group decided to go back to their respective churches and discuss the idea with their church boards. As a result, on September 9, representatives from the various churches again met and created Michiana Christian Camp as an official and legally constituted body.

BEGIN PLANNING NOW

Christian Camping is a concentrated period of time for the purpose of Spiritual instruction and God-glorifying fun. Your programming and planning should seek to accomplish this purpose. The key to a good camp is a healthy balance of spiritual instruction and fun.

Excellence must be the character of our camp program. A clear direction supported by a balanced program and quality faculty is a good start. The Dean must be the one to set a high (though realistic) standard for all personnel. This standard must be demonstrated in the preparation for the camp session. **QUALITY & SAFETY** will be our hallmark!

PRAY! PRAY! PRAY! As you do your planning, put God first in every step. Pray over your faculty selections and let His Spirit direct you! The most exciting thing that can happen during a week is God's Spirit taking over and filling the camp. You can't plan this, you pray for it to happen!

SELECTING YOUR FACULTY

One of your most important tasks is to select your faculty (read the **FACULTY PHILOSOPHY**). A level of maturity that leads campers toward a deeper walk with the Lord should be evident in them. Capable faculty members have a "light" as well as a "serious" side. Most importantly, they know when it is appropriate for each and respond accordingly, without having to be instructed.

Depending on the size of your session, you should plan to have a minimum of four adults in each cabin, and if you're using them, you should have two adults in each hut. For a full session, plan to have 25-30 adults on your faculty. Plan "big," because you will always have a few cancel the week before your session. Our **MCC GUIDELINE** would be no more than one adult for every four campers and no less than one for every six. If we determine a week will be larger than usual, we will notify you as soon as possible so your faculty can be increased accordingly. Should a week be significantly smaller than expected, we may ask you to reduce the number of faculty you bring.

NUMBER OF FACULTY

(Department of Human Services regulations): (a) For campers below the age of 13, during their awake hours, there shall be one adult faculty member for every 10 campers or a fraction thereof beyond the first 10. (b) For campers below the age of 13, during their sleeping hours, there shall be one adult staff member for every 14 campers or a fraction thereof beyond the first 14. (c) For campers 13 years of age or older, there shall be one adult faculty member for every 14 campers or a fraction thereof beyond the first 14.

FACULTY ARRIVAL

It is extremely important that all faculty/jr. faculty arrive at camp at the designated time set by the Dean. That time could vary depending on if you still need to do your three hour mandatory training. Also, plan time for moving in, aquatic training, getting t-shirts, last minute instructions, getting organized for camper registration and your evening activities. Please communicate this expectation to your volunteers.

PERSONNEL RECORD FORMS & BACKGROUND CHECKS

(D.H.S. regulations): A Personnel Record Form, collected prior to initial assignment, shall be maintained for each Dean, faculty, and jr. faculty member. Before assignment, each Dean shall evaluate all of the following characteristics for each member in relation to the duties to be assigned: character, emotional stability, health, ability, experience, and education. Three statements of positive reference must be obtained before making faculty assignments and which are from persons unrelated to the faculty member. (Please do not use camp staff as references). Each person serving must also clear a criminal background check as well as the Central Registry. Criminal background checks are for anyone age 18 and over and the Central Registry is for anyone 21 or older. These forms and responses are due to the OFFICE BY APRIL 15! No one will be able to serve/work at camp without these documents. NO EXCEPTION.

MISSIONARIES

Each Dean is responsible to make contact with their missionaries. If special housing is needed, please contact the Camp Director and review options with him. The Camp Office has a missionary file that you can look at for possible ideas.

PLANNING YOUR SESSION

After selecting your faculty, you may want to meet individually with your speakers, teachers, and others who will need special guidance and time to prepare. Give specific job assignments/job descriptions to everyone in advance. Check back to see that progress is being made. Ask teachers for written outlines at least one week before the camp session begins.

THEMES

We suggest you select a theme for your week - a focal point or single subject around which the entire camp program is planned. Team names, devotional studies, class titles, sermon topics, Bible memorization, dramas, etc., can all be used to help develop this theme. A theme pulls all the parts together in the same direction. When it comes to locating themes, the best advice is to look everywhere, settling upon emphasis. Scripture is a good place to start (Christian Soldiers, Bible Characters), or events (Olympics, Desert Storm), or familiar subjects (Safari, Cruise). Carefully planned camp themes leave lasting impressions with the campers who attend.

CAMP CURRICULUM

If a Dean desires to use his own curriculum material, a brief outline must be sent to the Camp Office by April 1st for review by the Program Committee. The Camp Office also has a file of camp curriculum that can be used.

PUBLICITY GUIDELINES

Since publicity needs to be in the hands of the churches and public as early as possible, we are asking that your camp session information be submitted to the Camp Office by March 1st. The quality of your publicity is a reflection on your camp-be creative!

SCHEDULING GUIDELINES

By May 15th, a copy of the Dean's proposed schedule is to be submitted to the Camp Office, along with the Program Staff responsibilities list. Camp schedules and faculty rosters should be given to all campers. Also, schedules should be posted throughout the camp. As you evaluate your schedule, ask the questions "Why?" and "Will it help us reach our goals?" The schedule must be age appropriate. Younger kids need structure and more frequent activity changes. Older kids need more supervised free time. The flow of your week needs to be considered in the schedule. It needs to start fast with a lot of involvement (ice/crowd breakers, etc.) Also, try to be aware of any "peaks and valleys" of emotional intensity. Be flexible during your session-adjust your schedule if that would be best for the campers.



PLEASE BE AWARE OF:

The dates on the DEAN'S PLANNING SCHEDULE - Deadline dates: info for poster, tentative schedule, Program Staff responsibilities and names and addresses of ALL Jr. Faculty members.

STAY WITHIN your budgeted amount.

Overbook your FACULTY - there will always be cancellations (MCC recommends 1 adult for each 4-6 campers). Good faculty are ESSENTIAL to ensuring the safety & enjoyment of the camp experience!! Children of faculty members MUST NOT be allowed to come. Support from faculty/jr.faculty must be provided during recreation, special activities & camper dismissal.

FULLY FOLLOW the MCC Baptismal Procedures. Follow-up when necessary.

SUGGESTION: Have a "minister of decisions" on your faculty. Takes care of campers decisions, phone calls, baptismal arrangements, serious discipline problems, etc.

VISITATION: Visits to Faculty, Jr. Faculty & Campers from friends &/or relatives will not be permitted during camp sessions. Please "control" any other visitors so they do not interfere with your camp programming in any way.

Good Grandma and Grandpa Faculty Members have been very popular & effective.

EACH DEAN IS REQUIRED to have their own training session, which must be at least 3 hours in length. All required material must be covered in the pre-camp training with each faculty member, including those who miss your training session.

T-Shirts & Pictures - We will be using a faculty camp t-shirt. Pictures will be free of charge.

Use the MCC environment, getting back to the simplistic camp moments (i.e. use the vesper area (outdoors/quietness), use 1 guitar player & a worship leader).

Volunteer workers are not to bring cell phones to camp. If they "have to", inform them they must not let a camper use their cell phone.

Dean's Planning Schedule

<input type="checkbox"/> Receive assignment <input type="checkbox"/> Contact your "Dean Team" <input type="checkbox"/> Begin to pray for your camp session	Early November
<input type="checkbox"/> Start planning with your "Dean Team" <input type="checkbox"/> Begin selection of faculty <input type="checkbox"/> Send letter of invitation to faculty with response card due to you by late January <input type="checkbox"/> Personally call key faculty members (speaker, worship team) <input type="checkbox"/> Continue to pray for your camp session	Early December
<input type="checkbox"/> Attend Dean's Training Meeting <input type="checkbox"/> Contact Colleges for team availability <input type="checkbox"/> Contact Missionary to be at camp for your session <input type="checkbox"/> Continue to pray for your camp session	Early January
<input type="checkbox"/> Complete tentative faculty selection <input type="checkbox"/> Confirm faculty by phone call <input type="checkbox"/> Continue to pray for your camp session	Early February
<input type="checkbox"/> Contact Camp Staff with: <ul style="list-style-type: none"> • Info for posters • Existing plans <input type="checkbox"/> Continue to pray for your camp session	Early February
<input type="checkbox"/> Send info packet to Faculty (including college teams) containing: <ul style="list-style-type: none"> • List of responsibilities • Personnel Record Form • Special assignments <input type="checkbox"/> Continue to pray for your camp session	Early March
<input type="checkbox"/> Contact the office with: <ul style="list-style-type: none"> • Special needs for your session • Program Staff responsibilities • Names and addresses of ALL Jr. Faculty members <input type="checkbox"/> Continue follow-up with faculty and college teams <input type="checkbox"/> Continue to pray for your camp session	Early April
<input type="checkbox"/> Schedule faculty meeting DHS requires 3 hours of pre-camp training AND a written record of those present, dates, times, and training content. <input type="checkbox"/> Follow-up with those who missed faculty meeting <input type="checkbox"/> Continue to pray for your camp session	Early May
<input type="checkbox"/> ALL Personnel Records (including YOURS!) are to be collected and sent to MCC These must be <u>completed with references checked</u> BEFORE the beginning of your camp session. <u>You are responsible for checking references.</u> <input type="checkbox"/> Communicate arrival time to Faculty & Jr. Faculty REMEMBER: Sunday registration begins at 7 p.m. Dinner will be served at 5:30 p.m. for you and your faculty ONLY. <input type="checkbox"/> Continue to pray for your camp session	By April 15
<input type="checkbox"/> Get schedule to Camp Office (including weeks in August!)	May 15
<input type="checkbox"/> Contact Camp Office with final details	June 5

FACULTY TRAINING

Faculty staffing at Michiana Christian Camp is the responsibility of the Deans of the various camp sessions. The Dean assumes ultimate responsibility for the quality of his/her Faculty and program.

1. The Dean should select people for his Faculty who are experienced in dealing with young people through Bible School, V.B.S., public school, or other similar experiences, for major faculty positions as per qualifications listed in job descriptions.
2. Appropriate sections of Michiana Christian Service Camp Policies and Procedures shall be furnished to each Faculty member prior to his/her camp session so that each member will be thoroughly aware of the philosophy, objectives and policies of the camp.
3. A initial meeting shall be held with all faculty members prior to the camp session. This meeting needs to be at least 3 hours in length. The Dean should cover the following agenda items:
4. Other meetings should be held during the course of the camp session. Arrangements need to be made to have proper camper supervision during these meetings (1 adult for every 10 campers). Notes do need to be taken during these meetings and turned into the camp office before the end of your camp session. (Template is in back of this manual).
5. Aquatic training of appointed observers will take place PRIOR to the first aquatic activity.

PRE CAMP TRAINING

Pre-camp training needs to be at least three hours (required by the Department of Human Services, a division of the State of Michigan).

- Review of Camp Philosophy and Objectives.
- Review of Personnel Policies and Operating Procedures.
- Review of procedures and requirements of rules relating to each member's duties.
- Review of Camper Behavior Management Policy.
- Review of Child Protection Law.
- Review of Developmental Needs of Population Serving.
- Review of Acceptable Techniques of Camper Supervision.
- Review of Health Surveillance Procedures.
- Review of Camper Dismissal Policy.
- Discussion of Dean/Faculty Job Description.
- Question and/or discussion period deemed appropriate to the Dean.

FACULTY

Definitions:

- **Camper** is generally understood to mean a minor child who receives services, including care, guidance, protection, and supervision.
 - **Dean** is generally understood to refer to the one responsible for the Faculty, campers and program during each camp session.
 - **Faculty** is generally understood to refer to all those with responsibility for the direct personal care, guidance or supervision of campers and is 18 years of age or older. (i.e. dorm parents, teachers, team leaders, song leader, missionary, etc.)
 - **Jr. Faculty** is generally understood to mean a person who is between 15 - 17 years of age and is responsible to love and minister to the campers and help wherever needed.
 - **Camp Director** will be understood to refer to the one responsible for supervising all paid and volunteer staff either directly or through department supervisors to ensure compliance to policy, regulations and proper maintenance of the facilities and grounds.
 - **Staff** will be understood to refer to those laboring during the week but not directly involved with the campers. (i.e. cook and helpers, secretary, lifeguard, maintenance workers, etc.)
 - **Health Officer** shall be in charge of on-site health care during each camp session.
1. All Faculty members are to abide by the camp schedule and regulations. No Faculty member is to leave the grounds without permission from the Dean.
 2. Faculty are encouraged to mingle with campers during free time. At meals, one faculty member will sit at each table of campers.
 3. Dorm Moms/Dads will be responsible for maintaining discipline in the cabins. Faculty should observe "lights out" time; if not, caution should be taken not to disturb the campers who are trying to sleep.
 4. All Faculty are expected to co-operate with the program staff/activity leader wherever assistance might be asked. Faculty should be present during all activities. Faculty should make sure campers wear shoes or sandals AT ALL TIMES. The only exceptions are in the pool area, at the slip-n-slide, or in the cabins.
 5. Faculty members will generally be asked to handle more than one task. Please expect this and work with the Dean.
 6. If a Faculty meeting is called, please be in attendance. Problems often arise and need discussion; schedules are often changed and need updating. Campers must still be supervised by adults during these meetings.
 7. Medicines are not allowed in the cabins. They should be either locked in your car or given to the Health Officer to dispense. The only exception to this is a doctor's or parent's written instruction for the individual to have the medication at all times. (i.e. bee sting kit, inhaler, breather, etc.)
 8. No Faculty member shall use fireworks, tobacco, alcohol, or other 'drug' during his/her camp session. Dancing is not allowed anywhere on the campgrounds.
 9. The camp telephone is for MCC office/emergency use only. Campers should not use this phone without permission.
 10. Michiana Christian Service Camp's insurance covers only for its tort acts or omissions, participants shall hold MCC harmless from all claims and damages resulting from the acts of omissions of participants and invitees.
 11. Faculty/Health Officer/Staff are to refrain from bringing pets to camp. Dogs, cats and other pets may create health problems as well as disrupt the camp schedule.

POLICIES AND PROCEDURES

FACULTY CHILDREN

If at all possible, DO NOT ALLOW faculty members to bring their children to camp. Their children who are the same age as the campers must be registered as campers and follow the schedule for campers. If you, as the Dean, do allow them to bring them, then their children will sleep in the cabin with the parent. Please communicate this special need with the camp office so bed space can be reserved. Faculty parents are responsible for supervising their children at all times (you may want to recommend they bring a “child sitter”. If they bring a “child sitter” all personnel forms and background checks must be completed for him/her as well).

CABIN/HUT CAPACITY

We have five cabins. Cabins 1, 2 & 3 each have a maximum capacity for 18-20 campers and 5-7 faculty/jr. faculty. Cabins 4 & 5 each have a capacity for 25-30 campers and 6-11 faculty/jr. faculty. When available, a separate sleeping area will be provided for the Dean and Co-Dean. We have three Wilderness Huts (1, 2, 3); each with a maximum capacity for 12 campers & faculty/jr. faculty.

RECREATIONAL EQUIPMENT

All camp recreational equipment should be checked out through the Program Staff. Check with the Program Coordinator if you need special equipment that we don't have. Please encourage the campers to return the equipment to its proper place when finished with their activity.

CERTIFICATES

Baptismal Certificates are available in the Camp Office. Ideally, we would like to send the baptismal certificate home with the camper.

CAMPER DECISIONS

We have DECISION CARDS in the Camp Office for your use. One should be completed for each decision made, and then follow to completion the procedure for that specific decision. Time will be allotted for parents and ministers to come for the baptisms if desired. Before a child is baptized, check with the camper to make sure all relatives, friends and ministers who desire to be there are present at the pool.

CAMP PHOTOS

A group picture is taken (usually) on Sunday evening. Please plan your schedule accordingly. The process takes about 15 minutes to complete. All photos will be uploaded to a photo gallery and everyone will be given access to that gallery. You may take photographs throughout the week, however, picture taking in the cabins, pool bathhouse and bathrooms is strictly prohibited.

By attending MCC, guests agree to allow MCC to use video and photos of any camper and/or volunteer or staff member in our promotional materials.

COUNSELING CAMPERS

Always have two adults present at all times if it must be done in private. If you are not doing the counseling, be sure that you are aware of the situation.

HOUSEKEEPING

With over 100 people on the grounds, it is important that we keep the facilities as neat and clean as possible. We suggest that each cabin be inspected daily while the campers are in an activity. Awards for “Best Bunk” and “Best Cabin” are appropriate. “Skunk Bunks” or other negative awards are not encouraged. Cleaning jobs are best accomplished when cabin parents are actively working with the campers. Please, also help by reminding campers to keep the campgrounds clean of candy wrappers, pop cups & bottles, etc. Remember, NO POP OR FOOD of any kind is allowed in the cabins. If it is found, bring it to the Canteen Manager for distribution to the camper at canteen times.

CLEANUP

Friday afternoon arrangements need to be made with the Facilities Manager for cleaning up the cabins, the huts, and the campgrounds (garbage bags will be provided). This should be completed BEFORE pick up on Friday, but also AFTER your last canteen time.

VISITOR POLICY

No visitation of a camper is allowed during a session. Camper phone calls to or from home are prohibited due to logistical problems. Campers may be reached through the office in case of an emergency.

REST TIME

The younger the campers, the more rest time is needed. A daily rest period of 45 minutes to one hour may be appropriate for 6th graders and younger. The rest period should be spent in their bunk with ample opportunity for campers to fall asleep if tired. Proper faculty supervision must be provided in the cabins to ensure that campers are quiet and not disturbing others who are resting. It is suggested that rest periods be scheduled after recreation to insure that the campers are well rested for the evening activities. Also, it may be appropriate to let the campers sleep in later one morning during the session. A reasonable bed time is to be set and strictly adhered to. Again, campers NEED REST! SUGGESTION: try to get the campers at least eight hours of sleep per night and possibly more as the week progresses. REMEMBER: The two major reasons for homesickness is poor eating and fatigue. It is the Camp Director's job to see that campers are well fed. It is the Dean's job to see that the campers are well rested.

SWIM TIME

If possible, schedule extra swim times at the beginning of the session to allow for proper arrangements to be made (includes jr. faculty swims, etc). Make arrangements with the Head Lifeguard to schedule training for Aquatic Observers A.S.A.P.

FIRE & SAFETY ORIENTATION

(D.H.S. regulation) Camp Staff will conduct a Fire and Weather Safety Orientation for each new group of campers within 48 hours of arrival.

DISCIPLINE

(read Behavior Management Policy). The Dean is responsible for maintaining discipline at all times by enforcing the rules and regulations. Major discipline problems must be taken to the Camp Director before action is taken.

DRESS

All Faculty/Staff will be expected to dress modestly and within the limits given to the campers. Any offensive/inappropriate tattoos need to be covered.

AUTOMOBILES

Faculty/Jr. Faculty members can bring their vehicles to camp but are encouraged not to loan them, or use them anymore than absolutely necessary during the week. Transportation of campers is not allowed without specific approval from the Dean. You may be called upon to use your vehicle for emergency evacuation procedures. Speed limit in all areas of camp should never exceed 10 mph.

ELECTRONIC DEVICES

Please leave all electronic devices at home i.e. radios, CD players, MP3 players, ipods, electronic games, pagers, portable TVs or DVD players. Cell phones (including those w/ picture taking ability) are highly discouraged.

PARTICIPATION BY THE FACULTY

All Faculty members are expected to fully participate in the total program and schedule. The Dean will inform his/her Faculty as to what is expected from them in attendance at services and all phases of the daily program.

TREATMENT OF CAMPERS

Staff, faculty and jr. faculty will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture. Staff, faculty, jr. faculty and all volunteers, will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.

PUBLIC DISPLAYS OF AFFECTION

Faculty/Jr. Faculty members, campers, volunteers, and staff, will refrain from intimate displays of affection towards others in the presence of children, parents and other faculty/jr. faculty, volunteers or staff members.

PERSONAL WELL BEING

Using, possessing, or being under the influence of alcohol or illegal drugs is prohibited. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited. Faculty, jr. faculty, volunteers, and staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.

AFTER CAMP RELATIONSHIPS

Faculty, jr. faculty, volunteers and staff may not be alone with children they meet at M.C.C. programs outside of M.C.C. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.

RELATIONSHIPS

Faculty, jr. faculty, volunteers, and staff may not date program participants under the age of 18 years of age or each other.

BED TIME SUPERVISION

We are required by state law to have one adult (18 or older) in the cabins for each 14 campers, or fraction thereof beyond the first 14, at both rest period and bedtimes. THERE ARE TO BE NO EXCEPTIONS TO THIS REQUIREMENT!! Jr. Faculty CANNOT be counted as bedtime supervisors, but should be there to help and are counted as campers in the camper/faculty ratios.

DAY TIME SUPERVISION

During the awake hours of campers through age 12, there shall be 1 adult faculty member for every 10 campers, or fraction thereof beyond the first 10. During the awake hours of camper 13 and older, there shall be one adult faculty member for every 14 campers, or fraction thereof beyond the first 14. If a camper is in a cabin, or the Dining Hall, etc. there must be a faculty member with him/her. Jr. Faculty CANNOT be counted as daytime supervisors, but should be there to help and are counted as campers in the camper/faculty ratios.

PRACTICAL JOKES

Pulling practical jokes on the Dean, Faculty/Jr. Faculty, or campers is not recommended.

BANKING SYSTEM

All campers are required to deposit their spending money in the camp's bank during Camper Registration (optional for High School Camps). Prior to your scheduled banking time, contact the Camp Office and make arrangements for the canteen cards. Provide the Canteen Manager with that day's mission offering and total (he/she will double check it) and return the canteen cards. Prior to your first banking time, it is helpful to explain your system to the campers so they understand when and where to go. Faculty/jr. faculty and Deans are encouraged to deposit money into the camp bank as well. Absolutely no "tabs" will be allowed.

NIGHT SECURITY

Each Dean is responsible to see that the camp facilities are locked each evening (i.e. check all three cabin doors on all cabins). If needed, a walkie-talkie will be made available for nighttime security personnel. Camp staff will lock up the Dining Hall and close the Main Entrance Gate. Please help us by making sure the following are done each evening:

- Turn off all sound equipment: VCR's, TV's, Projectors, Sound Board, etc...
- Turn off all lights in the Dining Hall (including bathrooms and porch lights.)
- Please have your group straighten up and put things away before leaving the building.
- Report all security problems to the Camp Facility Manager (ext. 26).

TRANSPORTATION POLICY

- 1) Camper transportation shall be conducted by approved camp vehicles, or vehicles provided and certified safe by the Dean/owner of the vehicle. Camp Facilities Manager will periodically check camp vehicle logs and perform preventative maintenance at intervals as recommended by vehicle manufacturer.
- 2) Drivers, must be 21 years or older, have no moving vehicle violations for the past 2 years, possess a valid operator or chauffeur license appropriate for the vehicle to be driven and the circumstances of its use. The Dean must check each driver's operator license to make sure it is valid/current.
- 3) There shall be one Faculty member as a passenger in each car/van carrying campers — one Faculty member in addition to the driver will accompany each group of 14 or less campers.
- 4) All campers and Faculty members shall use seat belts in the vehicles when provided. All riders must remain seated and refrain from distracting the driver.
- 5) Faculty will be aware of all available exits to be utilized from the vehicle. Campers are to be evacuated away from the vehicle and any other hazards. Once in a safe area, a head count is to be taken. Faculty may then park the vehicle in accordance with the state law.
- 6) All loading and unloading of campers and gear will be done off roadways. Campers are to remain orderly and enter and leave in single file. A Faculty member is to make a head count any time passengers enter or leave the vehicle. No gear is to be stored in a manner that causes aisles or exits to be blocked. All passengers must have a seat.
- 7) Any vehicle used for the transportation of campers shall be appropriately licensed and inspected if required by state law. The camp truck, or the camp car, will be available at all times for use in emergency situations.
- 8) Speed limits in all areas of camp is never to exceed 10 mph.
- 9) Only 4 authorized people are allowed on camp golf carts at one time. Only approved drivers may drive camp golf carts.

NUTRITION AND FOOD SERVICE POLICY

Michiana Christian Camp shall ensure that meals are sufficient in quantity and meet or exceed the nutritional allowances needed by the campers. It shall be a standing policy to work closely with local sanitation officials to assure food is served under the best possible sanitary conditions.

Three meals shall be served each day, Monday through Thursday, for each camp week and two on Friday. The Sunday night meal will be a supper type serving to all arriving faculty and staff. Daily - breakfast will be served between 8:00am and 9:00am, lunch between 12:00 and 1:00pm and supper should start no later than 5:30pm. Snacks will be made available from the camp kitchen, or at the canteen, at other times according to need or requests.

Food will be served cafeteria style only by those properly qualified for that duty. Faculty not serving are encouraged to mix with the campers to aid in establishing friendships, providing informal counseling, and reducing discipline problems.

Meals, which complies with provisions of the Food Service Sanitation Act (Act 269, P.A. of 1968), will be prepared and served from the kitchen provided on the campsite .

The Camp Director will be responsible for the proper operation of Food Service in cooperation with the Camp Cook chosen by him. All weekly menus will be kept on hand in the camp kitchen for the entire summer season. The Head Cook is responsible for assuring that the meals shall be of sufficient quantity and shall meet nutritional standards. Also, he/she should make note of any changes on the working menu.

-
- Special dietary problems will be handled only under the directions from the camper's authorized person or a physician. If such diet is not within the capability of the kitchen staff, the camper will be advised prior to admission.

CAMPER DISMISSAL POLICY

The following policy is necessary to meet the state code for camps. In this policy we are dealing with the critical problem of children being taken from parents. To protect the campers and our camp, this policy will be enforced by all Camp Deans and the Camp Director. Parents picking their children up early must also follow this procedure below.

1) Designated pickup persons must be named on the space shown on the camper Registration form. At check-in time, the registration table personnel are to confirm the person designated to pickup the child. The responsible person is told if there is a change they are to call the camp prior to dismissal time of the camp session. When a last minute change occurs in who will be picking up a camper, the new instructions are to be double checked by the Camp Office, then make sure the appropriate people know.

2) At camp dismissal time, campers should be picked up at their cabin, or at another designated spot. A designated camp personnel will be provided with a list of campers, and person(s) or organization designated to pick them up. Another designated faculty member will also be at the cabin to provide “crowd control” help. Check off the camper as her/his ride arrives, log the time of release, indicate who picked up the camper, and get the authorized person’s signature. No camper is to leave the campsite until this is done.

Only the designated pickup person can take the child off the grounds.

If a person’s name is not on the pickup list, call the Business Services Manager and explain the situation. Release the camper, only when you have received authorization from the Business Services Manager.

3) Where a custodial parent requests that a camper not be signed out to a non-custodial parent, such a request must be in writing. This request need to be communicated to all the appropriate camp personnel.

4) If campers are not picked up by the designated person, they are not to be released unless the Camp Dean has contacted the parent or guardian of the camper and received release instructions.

5) If kids are not picked up within a reasonable time, the Dean is to contact parent/guardian. If a long wait is necessary, make contact with the Camp Director and arrangements will be made for keeping the child until the pickup person arrives. Be sure the person the child is left with has the check out forms, so the above checkout procedure can be completed. The Office or the Dining Hall will be the point of pickup.

6) Completed checkout procedure forms for each session will be filed with the Camp Office, or the Director, before the Dean leaves the campsite.

CAMPER BAPTISMAL POLICY

Once a camper has made a decision to be baptized, please follow these steps:

AFTER THE CAMPER HAS MADE HIS/HER DECISION: Have each camper fill out a “Decision Card” as completely as possible. The Dean, or designated person, should follow-thru and complete the card. You can get Decision Cards from the Camp Office.

PRIOR TO THE CAMPER BEING BAPTIZED: Spend some time with the camper to make sure he/she understand and are ready for this decision. Then choose Option #1, or Option #2, and FOLLOW IT COMPLETELY.

Option #1:

Call the camper’s parents (legal guardian) to ask permission and set a designated day and time for the baptism. Find out if the parents will be at the baptism (alter schedule if necessary, & accommodate to what works for the parent). If they plan to be here, do not baptize the camper until the parents/relatives/friends are at the pool. (Suggestion: Designate a faculty member to watch for the parents and greet them upon their arrival. This faculty member would be responsible to escort the parents to the pool and introduce them to the dean, and allow them to have a moment with their child, prior to the baptism).

Next, if the camper does have a “home church”, call the camper’s preacher and inform him of this decision. Invite him to come to the baptism. Provide him with the designated day and time. Following camp, the minister is then able to share the good news with the local congregation. The camper may have come at the invitation of a friend from a local congregation, and does not have a “home church”. In this case, the minister of the local congregation should be informed as to the decision to give him a teaching opportunity with the family.

Options #2:

Contact the minister, or youth minister, of the decision made by the camper. They know the camper and family and may have an insight on the readiness of the camper to make this decision. Have them contact the parents for you and then inform you of the decision (try to get a time frame in which this will be accomplished and they will get back to you). This will give you an opportunity to inform them of the designated day and time. Following camp, the minister is then able to share the good news with the local congregation.

NEXT: Contact Lifeguard or Camp Director with your baptismal time(s), so one of them can make arrangements for pictures, unlocking the pool, etc. The office will provide Baptismal Certificates for each camper. Please let the office know as soon as possible so the certificate can be included in the campers “take-home-packet”.

COMPLETED DECISION CARDS: Please turn in completed Decision Cards to the Camp Office.

NOTE: If the child does not have a church home, the dean should contact the preacher at the closest supporting church to the campers home address.

10 COMMANDMENTS OF CAMP

1.

STAY WITH YOUR GROUP. Your leader and friends want to be with you. Go everywhere with a team leader - they came to camp to be with you.

2.

YOUR CABIN WANTS TO LOOK AS GOOD AS YOU! You can help by sending all wet swimsuits out to swing on the clothesline, all foods to wait for you at the canteen and then close those cabin doors so no bugs, beetles or beasts can hide in YOUR magnificent camp cabin.

3.

SPECIAL THINGS FOR SPECIAL PEOPLE HAVE SPECIAL PLACES....PLEASE HELP US KEEP THEM HAPPY. All the stones like their warm paths on the ground, don't make them jump or fly - waterballoons, shaving creme, and runaway water only enjoy playing outside so if you want to play with them you MUST play outside too - loose papers get lonely so always help them into trash containers so they can all party together. Candy wrappers are great garbage guests so keep them gathered together in their favorite can.

4.

GREAT THINGS ARE WORTH WAITING FOR. The following things will be provided for you to enjoy only when you come back to work at this fabulous camp: stray animals, telephones, walkie talkies, and golf carts. Please do not ruin your future work enjoyment by touching them before your appointed time of employment. Until that day they must stay away.

5.

USE WHAT YOU NEED BUT DON'T EXCEED. Please do take showers, but keep them short: Please cool off with the cabin fans, but let them rest while you're outside: Please look yourself over in the light, but turn it off when you've seen enough: Please, if you must use electrical devices to feel presentable, try to limit their use since our electrical supply system was designed to discover the true you pre-electrical grooming techniques. Don't BLOW the system.

6.

WE THINK KNOWING IS HALF THE BATTLE OF SAFETY. These drills you are asked to know. A wailing siren means FIRE and you will meet with your cabin group around the flagpole. A steady bell means TORNADO and you will meet with your cabin group in the Dining Hall.

7.

THE HEALTH OFFICER IS HERE TO TAKE CARE OF ALL YOUR HEALTH NEEDS AND ALL YOUR FRIENDS HEALTH NEEDS. Only the Health Officer can and will respond to health needs. If you or your friend see any blood stay far away and get an adult or the Health Officer's help.

8.

YOU MAY BE ALLOWED TO SWIM WHENEVER THE LIFEGUARDS & AQUATIC OBSERVERS ARE ON DUTY!! You must have your 'skills' ID bracelet on when swimming. Please shower and rinse your hair before swimming.

9.

CAMP SHOULD ALWAYS BE A SAFE PLACE TO STAY! We do NOT allow anyone to have drugs, cigarettes, alcohol, knives or any form of weaponry. If you see or have any of these items, run, don't walk, to your nearest adult and discuss it. You cannot go through another camper's belongings; however, camp personnel will to maintain the safest possible camp experience.

10.

USE THE TABLES TO EAT YOUR TREATS - never, never as a seat.

THE HEALTH OFFICER HAS AN EASY TRICK - if you should find a bug that seems to stick (i.e. a tick).

ALWAYS PUT SHOES OR SANDALS ON YOUR FEET - cuts and bee stings are no feet treat.

THERE'S NO MORE RHYME, IT'S TIME TO START, HAVE FUN WITH JESUS IN YOUR HEART!!!

CAMPER RULES & GENERAL INFORMATION

This is the information relayed to campers. All faculty, jr. faculty, and deans need to adhere to the same information.

What to Bring

- Bedding (sleeping bag or twin size sheets and blankets) & pillow
- Towels, soap & toiletries in a bag, etc.
- Modest, one-piece swimwear
- Clothing for all activities and weather
- Shoes appropriate for athletic activities and an extra pair that can get wet
- Flashlight
- Bug Repellent
- Sunscreen
- Medications (MUST be in original containers)
- Water bottle
- Backpack, pencil, notebook
- Bible
- Spending money for missions, canteen & camp T-shirt
- Several masks (one for each day)

Optional

- Stationary, stamps
- Camera

Please label all belongings!

Please leave at home

Any electronic games, radios, music players, mp3s, cell phones (including those with picture taking ability), or other devices, secular music, skateboards, snacks and valuables. Items not permitted at camp, including cell phones and mobile devices, will be collected and held in the office to be picked up at checkout.

Lost and Found Policy

M.C.S.C. is not responsible for items left behind, lost or stolen. After 30 days, unclaimed items become the property of M.C.C. and may be given to needy families or charitable organizations.

General Camp Rules

M.C.C. endeavors to create an environment conducive to evangelizing and nurturing youth in a physically and emotionally safe manner. Every moment of camp is vital to our mission and we jealously guard every hour with each camper. To accomplish the core purpose of our camping program, M.C.C. will enforce the following:

Campers are expected to conduct themselves in an appropriate manner at all times. Campers are under the authority of the camp faculty and staff during their stay at camp.

Campers will conform to the camp dress code, which is casual, modest and not a physical distraction. No shorts or skirts that are too short, tight apparel, exposure of underclothing, plunging necklines, low-rider pants, spaghetti strap tank tops or bare midriffs. Play clothes may be worn most of the day. One or two nice outfits may be brought for evening events. Swimwear must be modest and must be a one-piece. Footwear must be worn to and from all activities. Valuables should be left at home.

For security purposes, anyone coming onto M.C.C. property MUST CHECK-IN at the camp office upon arrival.

Campers will not bring onto the grounds or use anything which will pollute the mind or body.

WE DO NOT ALLOW GAMBLING, ALCOHOL, MARIJUANA, ILLEGAL DRUGS, TOBACCO, WEAPONS, OR FIREWORKS.

Leaving camp causes unnecessary distractions to the program and is strongly discouraged. Visits from friends and/or relatives will not be permitted during any camp session. Campers do not have access to a phone or email. If you must contact your camper, please call (269)683-4403 and your message will be relayed.

*CAMPERS SHOULD UNDERSTAND THAT A VIOLATION OF CAMP RULES MAY RESULT IN THE CONTACT OF PARENT/GUARDIAN WITH THE POSSIBILITY OF BEING SENT HOME. ANY DISCIPLINED CAMPER SENT HOME WILL FORFEIT HIS OR HER UNUSED CAMP FEES.

DEPARTMENT OF HUMAN SERVICES

MICHIANA CHRISTIAN CAMP is licensed for its children's camps by the Department of Human Services—Office of Children & Adult Licensing, which is a division within the State of MI. Annually we are inspected by the State of MI, a Fire & Safety Agency & the local Health Department. We are a member of the Christian Camp Leaders Conference.

AREAS OF CONCERN FROM DHS

- Each year, at least 3 hours of pre-camp training is required! You MUST cover:
 - The camp's philosophy, objectives, policies & operating procedures
 - Acceptable techniques of camper supervision
 - Developmental needs of the population being served
 - The Behavior Management Policy Child/Adult Protection Law Plan must be given IN WRITING to all of your faculty and they MUST have read them at your training.
- #1 concern of mom's for her child is SAFETY! #2 on the list is MATURE, WELL-TRAINED Faculty as role models.
- Seen an increase in INJURIES from campers falling out of top bunks. Make sure heads are at the "head end". Do not let campers jump from top bunk to another top bunk. Rest periods, & a 1/2 hour before meals, are "prime" accident time.
- Drownings are the 4th most common cause of death from unintentional injury in the U.S.
- INAPPROPRIATE DISCIPLINE - stay away from 1 on 1's in disciplining. Happens with immature faculty (i.e. college age faculty), loses it for a "moment". Kids are smart, they know what is inappropriate.
- Seen more physical ABUSE cases by faculty than sexual. Profile of great faculty member is similar to an abuser. You should be out & around. Train, train, train - appropriate screening & background checks, check character references, & have staff sign off on training (see Part 1—Faculty Agreement & Part 2—Faculty Participation Covenant Statements. These must be signed & attached to their Personnel Record Form.)!!
- PERSONNEL RECORDS - References must be checked out and on file before beginning duties.
- Your camp schedules must be posted throughout the campgrounds. Names of Faculty/Jr.Faculty & their positions must be included (i.e. include in "Camper's Book").

CHILD/ADULT PROTECTION LAW PLAN

Michiana Christian Camp's purpose for establishing the following procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children and youth campers.

DEFINITIONS FROM MICHIGAN STATE LAW: Act 238, Public Acts of 1975 and Act 280, Public Acts of 1939, as amended.

- **CHILD** means a person under 18 years of age.
- **CHILD ABUSE** means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through nonaccidental physical or mental injury, sexual abuse, or maltreatment.
- **CHILD NEGLECT** means harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.
- **DEPARTMENT** means the State of Michigan Department of Human Services - Office of Children and Adult Licensing.
- **HIPPA** stands for the Health Information Privacy and Protection Act. This act refers to the latest federal laws that establish standards for documentation and transmission of health records to assure privacy and security for the public.

•

FACULTY/STAFF PROCEDURES:

- 1) Upon arrival of campers the Health Officer shall screen all campers as to their physical condition. Making notes on the camper's Health History form of any bruises, cuts or markings on the camper's body. If a camper has suspicious marks, the Camp Director is to be notified.
- 2) Within the first 24 hours, faculty members shall look for any signs of abuse or neglect. If abuse or neglect is "suspected", report this to the Camp Dean, who will notify the Camp Director.
- 3) If a camper confides in anyone of having been abused or neglected, only relate this information to the Dean of that camp session. DO NOT tell any campers, or other faculty members!
- 4) If abuse or neglect is alleged to have been caused by a current faculty/staff member, that person is to be immediately removed and isolated from camper contact. This isolation could include being sent home.
- 5) Camper records and registration forms shall be kept confidential. No one shall have access to camp files, or camper files, except the Camp Director or a person authorized by him (i.e. the Health Officer, the Business Services Manager, or an authorized government official).

•

REPORTING PROCEDURES:

- 1) The Camp Director shall make an oral report to Camp Licensing Department within 24 hours.
- 2) Within 72 hours a written report shall be made to the Department. The written report shall contain the name of the camp and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the camper's authorized person and other information which might establish the cause of abuse or neglect and the manner in which it occurred.
- 3) If the camper is injured, medical treatment will be given by nearest hospital or clinic.
- 4) Reporting is handled as follows:
 - Centralized Intake will process reports of alleged abuse and neglect 24 hours a day, seven days a week. To report an incident, call:
Centralized Intake for Abuse and Neglect 855-444-3911
(616) 977-1154 (FAX) (616) 977-1158 (FAX)
MDHHS-CPS-CIGroup@michigan.gov (E-mail provided for the sending of a DHS-3200)

BEHAVIOR MANAGEMENT POLICY

1. Discuss rules of the camp with all campers.
2. Discuss the consequences of breaking any rule.
3. Enforce all rules at all times without malice. Be consistent in application.
4. Apply the consequence of rule breaking in a uniform and consistent manner. All discipline at M.C.C. is administered with a view towards correction rather than punishment.
5. Help campers understand and develop positive alternative behaviors which are appropriate to replace the unacceptable ones.
6. Use positive intervention methodologies.
7. Acceptable consequences of rule breaking include:
 - Quiet time (within visual sight of faculty member),
 - Restriction from a certain activity for the remainder of the period,
 - Canteen privileges withheld,
 - Conference with the Dean,
 - Clean appropriate designated facility or area,
 - Conference with parent or guardian.
8. Keep the Camp Director informed of all behavior management measures.
9. A camper shall not be deprived of sleep or food, shall not be placed alone without adult supervision, observation and interaction, or shall not be subjected to hazing, ridicule, threat, corporal punishment, or excessive physical exercise or excessive restraint either by faculty or by another camper. "Excessive restraint" means restricting movement beyond that which is necessary to assist a camper to regain control or which is necessary to protect the camper from injuring himself or herself or others. Restraint, when used, shall be the least amount of force necessary over the shortest period of time necessary.
10. If restraint is required to protect a camper from himself/herself or to protect other campers from the camper, only those faculty/staff who have received training in the use of restraint may implement the restraint. If stronger means of discipline are needed in order to keep a camper from endangering himself/herself or other, then we have no recourse but to send the camper home. This decision will be made jointly by the Dean and the Camp Director.
11. Periodic evaluation of program/Faculty/camper groups shall be conducted to insure that camp environment is not contributing to behavior problems.
12. Follow camp procedures explicitly. Do not freelance. At no time is a faculty member to deviate from this policy.



JOB DESCRIPTIONS

CAMP DEAN

Reports To - Camp Director & The Program Coordinator

Purpose of Position - To assume full responsibility for the day-to-day activities and success of his/her camp session. Responsible for supervision of all personnel and campers at his/her camp session.

PRINCIPLE DUTIES

- The Dean is fully responsible to keep the camp on schedule, and is fully responsible for the words and actions of his/her faculty/jr. faculty members.
- Each Dean is responsible to select the following personnel:
 - co-dean, teachers, banker, team leaders, missionary, vespers speaker, dean of girls & cabin moms, dean of boys & cabin dads, pianist, aquatic observers, song leader, camp fire leader & speaker, kitchen servers, recreation helpers, etc.
- Each Dean is required to meet with all faculty members for a minimum of 3 hours of training and must include all items listed in the outline of the Faculty Training Program.
- A written record, or log, of the training content, dates, times, and faculty/jr. faculty members present shall be given to the Camp Director prior to the start-up of your camp session.
- Each Dean will have a budgeted amount of cash to spend for his/her session - receipts must be turned in for all expenditures. Arrangements should be made with the Camp Business Services Manager to receive funds as needed.
- The Dean is responsible for following and enforcing all camp rules.
- The Dean is responsible for camper discipline, as well as their well-being. At his/her discretion, campers may be dismissed and returned home (parents and home minister will always be contacted first). A camper who is sent home requires a written report be filed with the Department of Human Services within 48 hours.
- Your daily missionary offering procedure should be coordinated with the Canteen Manager and he/she will keep a daily accounting. By the end of the camp session, the Dean should provide the Camp Office with a forwarding address for the missions check.

Regarding Confessions, & other decisions:

- - **2nd through 6th Graders:** One invitation given at the end of the week and announcements made all week as to the availability of Faculty for “counseling”. Those desiring baptism shall be THOROUGHLY counseled prior to making such a decision. Parents and ministers are to be contacted before immersion (see BAPTISMAL PROCEDURE).
- - **7th & 8th Graders:** Those desiring baptism shall be THOROUGHLY counseled prior to making such a decision. Parents and ministers are to be contacted before immersion (see BAPTISMAL PROCEDURE).
- - **9th through 12th Graders:** A call for “Specialized Christian Service” may be given. Those desiring baptism shall be THOROUGHLY counseled prior to making such a decision. Parents and ministers are to be contacted before immersion (see BAPTISMAL PROCEDURE).

CAMP DEAN PRINCIPLE DUTIES continued:

- Cooperation with his/her faculty for permission to leave the grounds is up to the Dean.
- Each Dean **MUST** be aware of the lesson material being covered by the teachers.
- Deans need to continually emphasize small group time with campers to get them to open up and to help make each one feel special.
- Deans must be certain that the dean of boys and girls are maintaining discipline in respective positions. They must be available for “counseling” and should be chosen with these things in mind.
- The Dean and the Canteen Manager will work out the times the Canteen will be open, and any special limits, or restrictions, during the session. The Dean also needs to arrange Aquatic Observing Training with the Pool Supervisor prior to the 1st swim activity.
- Each Dean is responsible for coordinating with the Camp Office the housing arrangements for his/her faculty prior to his/her session. (MCSC recommendation is to have at least 4 adults per cabin, plus Jr. Faculty where applicable).
- Before leaving the campgrounds, the Dean is responsible to complete all check out procedures at the end of his/her session.

QUALIFICATIONS:

- Will be a minimum of 24 years of age.
- Shall have served one year as a dean, or an assistant dean, at a Christian camp.
- Shall have served one year within the program at M.C.C.
- Shall possess proper references.

CAMP FACULTY MEMBERS

Reports To - Camp Dean

Purpose of Position - To be an example of balanced Christian living and have a great influence on the character of the camping experience received by our campers.

PRINCIPLE DUTIES:

- Assist in any area asked to by the Dean and lend a helping hand to other faculty members & the support staff. Properly study & prepare yourself before camp begins.
- Arrive at camp on the day and at the time designated by your camp dean, for training, set-up and settling in. Leave camp after camper checkout time. Adults will serve as cabin moms/dads in the cabins/huts as appointed by the Dean. REMEMBER: You are a “substitute parent” and a spiritual example.
- Junior Faculty will serve under the supervision of a faculty member in each cabin.
- Be alert to the physical, spiritual, and emotional needs of your campers. Assist all campers in any way possible to a closer walk with Jesus.
- Remember that counseling is not always talking. It is more generally listening. Refrain from private one-on-one situations.
- Give your time and energy to the campers. Continually mingle with campers during free time to provide “friendship”, and to help maintain safety at all times.
- Assist campers in adjusting to living with others. Faculty should always encourage and guide each camper to enable them to become all that they are capable of becoming. What each faculty member is able to do for the camper is why he/she is at M.C.S.C. Put your personal interest in the background.
- Follow and Enforce all camp rules, standards and policies, and observe pool safety policies.
- Confer with the Dean on any discipline problems which might disrupt the camp schedule. Notify the Dean of any evidence of abuse or neglect. Notify the Camp Health Officer of any health problems.
- Aquatic Observer trainees will be selected by the Dean, and must attend the on-site training session. An Aquatic Observer must be 16 years of age or older.
- Practical jokes are not allowed while at camp.
-

STANDARD OF PERFORMANCE:

- I will keep fit to serve by getting at least 6 hours of sleep each night.
- None of my campers will require a trip to the hospital due to my negligence.
- I will pray daily for the specific needs of each of my campers.
- I will know where my campers are at all times. I will make sure that everyone respects each others property.
- I will be on time and prepared for each of my duties. I will participate in all camp activities.
- Our cabin will have cabin devotions each night which are focused, brief, Biblical, & age appropriate.
- I will make it a point to daily lift up and encourage my fellow faculty/jr. faculty/dean/staff members. I will treat each member better than myself, and cooperate with them.

CAMP FACULTY, continued...

QUALIFICATIONS:

- Faculty shall have a strong desire to work with young people.
- Each year Faculty members must attend the Dean's 3 hour mandatory training session.
- Faculty shall be 18 years of age or older.
- No criminal convictions other than minor traffic violations.
- They shall have all necessary health clearances.

CAMP GRANDMAS & GRANDPAS

Reports To - Camp Dean

Purpose of Position - To be “grandmas & grandpas” to our younger campers throughout the camp session. Help create an atmosphere for our campers to learn about Jesus Christ.

PRINCIPLE DUTIES:

- Learn the names of the campers assigned to you.
- Put yourself in a position throughout the day to interact with the campers and get to know them.
- Assist in teaching or small group activities, as assigned.
- Help in cabin supervision, as assigned.
- Know the camp schedule and help keep campers “pointed in the right direction.”
- Be aware of the health and well-being of assigned campers.

STANDARD OF PERFORMANCE:

- I will keep fit to serve by getting at least 6 hours of sleep each night.
- None of my campers will require a trip to the hospital due to my negligence.
- I will pray daily for the specific needs of each of my campers.
- I will know where my campers are at all times. I will make sure that everyone respects each others property.
- I will be on time and prepared for each of my duties. I will participate in all camp activities.
- Our cabin will have cabin devotions each night which are focused, brief, Biblical, & age appropriate.
- I will make it a point to daily lift up and encourage my fellow faculty/jr. faculty/dean/staff members.
- I will treat each member better than myself, and cooperate with them.

QUALIFICATIONS:

- Desire and ability to work with children outdoors
- Ability to assist in teaching an activity
- Good character, integrity and adaptability
- Enthusiasm, sense of humor, patience and self-control



CAMP JUNIOR FACULTY MEMBERS

Reports to - Camp Dean

Purpose: The purpose of utilizing junior faculty during a camp session is to cultivate potential future leaders at Michiana Christian Camp. Therefore, the following qualifications, duties, and code of conduct will apply to all Junior Faculty.

Reports To: Dean(s), Adult Faculty

Qualifications:

- 15-17 years of age.
- At least 2 school grade years older than the camp session they are volunteering for.
- Ability to work with children to develop personal Christian character, experiences, and insights.
- Be enthusiastic & dependable.
- Ability to work outdoors comfortably.
- Previous camp experience preferred.
-

Education: Completion of sophomore year of high school.

Duties:

- Assist the dean(s) and faculty in daily activities.
- Work with dean(s) and faculty in a collaborative manner.
- Agree with and follow all faculty policies.
- Assist in greeting campers and families upon arrival and orientate them to camp.
- Assist in the establishment of the camper's rules and emergency procedures.
- Participate in all camp functions during the camp session you are volunteering.
- Be present as helpers for classes.
- Attend pre-camp and ongoing faculty meetings and training.
- Report any concerns about camper well-being and health to a dean or faculty.
- Help out where needed in any area of camp to contribute to the successful operation of camp.

Restrictions:

At no time will junior faculty be responsible for the direct care and supervision of campers.

Junior faculty may perform duties apart from faculty only when directed to do so by the dean(s) or faculty themselves, and may only be done so in groups of two or more of the same gender.

No junior faculty are to be left unsupervised at any time other than being tasked by the dean(s) or faculty.

