



Counselor Manual

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The 2019 camp season brings with it a promise of life change and transformation. I know that this year will not disappoint! Camp is a great time to get students and leaders out of their normal context and remind them, or introduce them, of who they are and whose they are. Mark Batterson says, “a change of place + a change of pace = a change of perspective.” I’m hoping this year of camp helps lead students and leaders to recalibrate their lives to their original design, in relationship with Jesus.

As we plan and pray for the coming camp season I am hoping for something new and fresh for your students and ministries. We are praying they are reminded of how loved they are. We are praying they are reminded of who they are in Jesus. We are praying they are emboldened by the power of the Holy Spirit to be witnesses for the Kingdom. We are praying students are led to a greater level of devotion and discipleship than ever before.

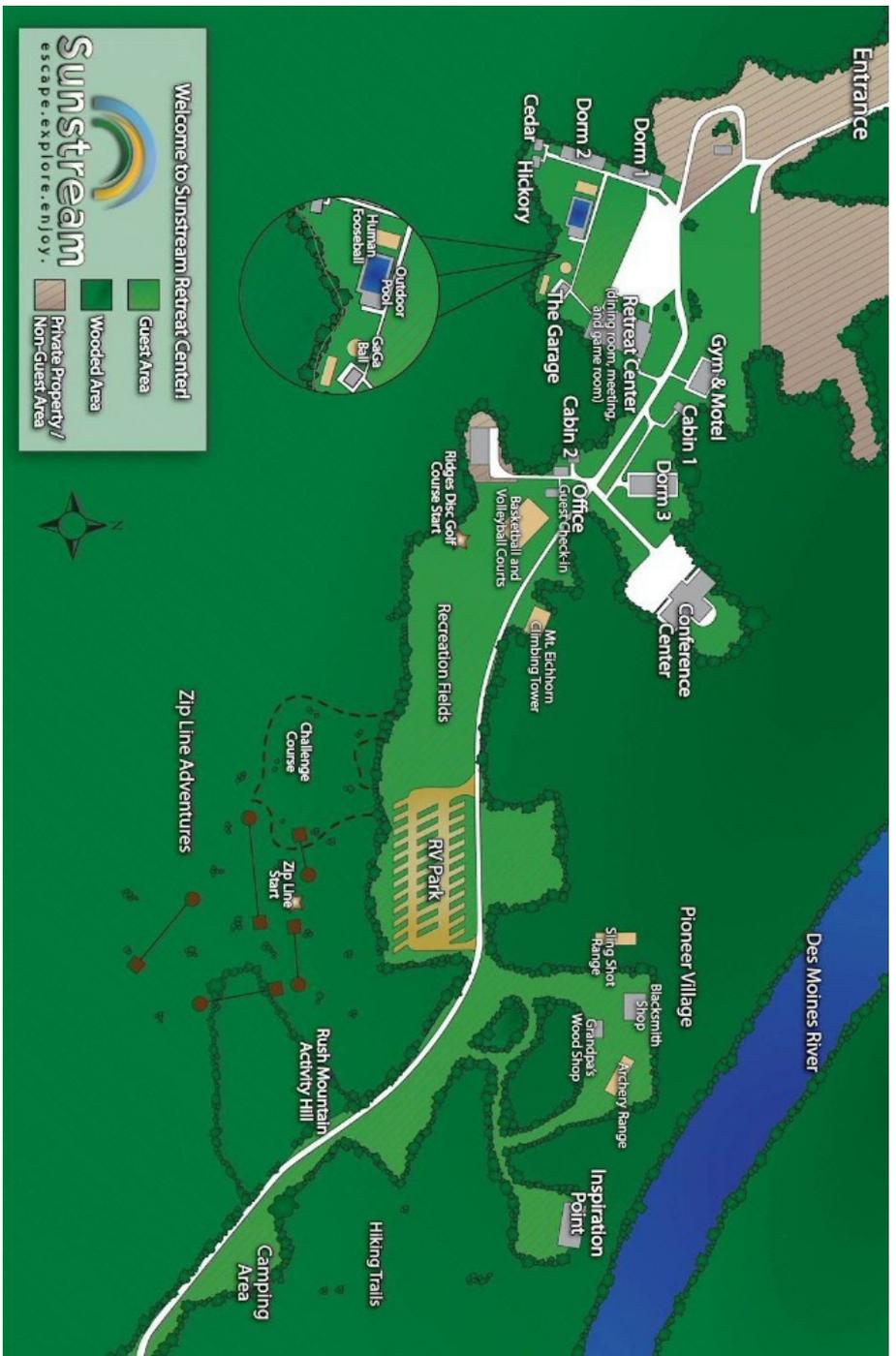
Camp is a great place to recalibrate our identity as disciples, and we’re praying and planning for just that in 2019. Thank you for allowing us to partner with you as we collectively continue to move the kingdom of God forward in Iowa. Thank you for all that you do. Visit www.imnag.org to begin the online registration process, and feel free to contact us with any questions.

Thank you for coming to camp as a counselor. We could not make camp successful without your investment. Camp is not just an experience that students get to take part in, but something that catalyzes their lives and when they are able to do it with leaders, they know it helps them go even further than before in their faith journey. Thank you for being here!

In this manual you will find some times, suggestions, and outlines to help you be your best as a counselor at camp. As usual, if you have any questions or if I can serve you in any way, please don’t hesitate to contact me at akolosik@imnag.org or (515)276.5493.

Blessings,

Adam Kolosik
Student Ministries Director



THE CAMP COUNSELOR

COUNSELOR'S ROLE

As a counselor, you play an important role! Your enthusiasm and active participation will inspire and encourage campers to join in and be a part of activities and services. Your openness and willingness to share your own feelings, hurts, and needs will help others to open up. Your active involvement in worship and attentiveness will encourage the campers to participate in the services.

Campers will look to you as an example to follow.

Camp will not solve all the problems of the camper. The problems he or she brings to camp will not magically disappear at the end of the week. However, as the Holy Spirit works through the camp staff and you as a counselor, campers will learn to identify problems as well as ways to deal with them. Campers will develop new understandings of the Word and learn to seek the help and guidance of the Holy Spirit. Campers will learn how to develop a deeper relationship with Jesus despite some pretty ugly circumstances. After camp is over, you will find a deeper connection with the students you serve.

COUNSELOR DEFINITION

Counselor: consists of those adults who are in direct authority and care of campers during camp activities, reside in cabins with the campers, and have a counselor application on file in the Iowa Ministry Network office.

Camp counselor refers to "a person in charge of a group of campers at camp," and does not imply that they are licensed to give counsel.

WHY YOU ARE SO IMPORTANT

The success of camp rises and falls on leadership. Between weather, injuries, and homesick campers, many variables have a real and negative affect on camp. Your leadership, enthusiasm, attitude, and maturity can make all the difference in the world.

Here are some key areas where we need you to shine at camp this summer:

- 1. Spiritual Leadership:** You will be the pastor or shepherd for the campers in your cabin. You will provide the pastoral care and ministry they need the most. During cabin devotions, at the altars, during chapel, and all throughout the day, you will help students deepen and develop their personal relationships with Christ. Please come spiritually prepared to minister to others.
- 2. Team Leadership:** You will set the tone for your cabin and your team

throughout the week. Your attitude will be contagious. If you are pumped, they will be pumped. At some time during the week, your group will feel like they got ripped off in team competition, didn't get enough points for their team cheer, or be mad at the next room for being too noisy. That's your chance to really lead them in a positive way. You can do it.

- 3. Be a Team Player:** Showing up on time for morning counselor meetings, following the schedule and rules of the camp, etc., are all important. It keeps harmony on the team, keeps things flowing smoothly and allows us to maximize camp for all the campers. If you have concerns with how something is going, please talk to the Student Ministries Director or Camp Manager. We want to work with you - let's be a team!

Here are some basic truths to be ready for:

- 1. You will get tired:** After running all day, staying up late, and still getting up at a decent time for the morning counselor meeting, you will feel it by the middle and end of the week. A lot of us get cranky when we're tired. You have to be ready to "go the extra mile" and serve. Remember, the Psalms promise us that, "The Lord gives strength and power to His people."
- 2. You will have a camper or two who will push you.** Somehow God always blesses each of us with a student or two who likes to challenge us, do their own thing, constantly complain, etc. You can't get them all transferred to someone else's room, and you can't leave, so you will have to do your best to develop a relationship with them and minister to them. One of the joys of camp is watching students like this change over the course of the week as God works in their lives.
- 3. Not everything will go your way.** Your team will cheer the loudest, and you still may not win. Your team will be the most competitive, and you still may not win. Your team will have the best sportsmanship, and you still may not win. (Get the picture?) Please know we do everything we can to involve everyone and make sure that the campers have a good time. When things don't go your way, please have a good attitude, for your sake and for the sake of your campers. If there is a problem, see someone in leadership, and we'll see what we can do to work things out for you.

COUNSELOR MINISTRY DESCRIPTION

1 Timothy 4:12 "...set an example for the believers in speech, in conduct, in love, in faith and in purity."

- 1. Age Minimum**
 - Kids Camp - 16 years old
 - Junior & Senior High Camp - 22 years old
 - Split Track: Junior High - 18 years old
 - Split Track: Senior High - 22 years old

2. Spiritual
 - Come to camp prepared to pour out: Study God’s Word.
 - Know the plan of salvation with scriptures (listed at end of this book).
 - Know how to lead someone to receive the Baptism of the Holy Spirit with scriptures (listed at the end of this book).
3. Physical
 - Come rested and in good health.
 - Come prepared for a strenuous week.
 - Always keep yourself clean and neat.
 - Dress modestly and be a good example.
4. Personal Conduct
 - Submit to the authorities of camp (Camp Manager, Student Ministries Director, Sunstream Staff).
 - Demonstrate a servant attitude while at camp. Serve the camper. Remember: camp is for the camper!
 - Abide by and enforce the camp rules, even if you don’t agree with them all.
 - Have an attitude of love, not condemnation.
 - Be mature in all your ways.
 - Keep a spirit of unity and cooperation. Remember that we are all on the same team.
 - Be prompt for each session.
 - Your participation is required at all times.
 - Allow those with more experience to deal with difficult situations.
 - Deal honestly with all campers. Hold in confidence things shared by a camper. (If a camper appears to be a danger to themselves or someone else, please contact Student Ministries Director.)
 - Be an active participant during times of worship.
 - Sit with your campers, not at the back of the room.
 - Use cell phones only when absolutely necessary. Set a good example for campers. (Some churches keep campers’ devices or only give them access at night; we leave this up to each church to decide what works best for them.)
5. Other Duties
 - Learn the names of campers in your cabin. Become friends with them.
 - Make sure all of your campers know and abide by all camp rules. You may need to remind them of the rules and encourage them to abide when necessary.
 - Maintain cleanliness in the cabin.
 - Talk with your campers who seem unresponsive. Look for the “loner” who needs some extra attention.
 - Notify the Camp Manager if you need to leave for any reason.
 - Each night when cabin time has been announced, help herd your campers to their cabin. After this period, you are expected to be in your cabin with your group and are responsible for keeping your students in your cabin.

COUNSELOR RESPONSIBILITIES & EXPECTATIONS

A good counselor who wants to fulfill his or her responsibilities becomes a vital influence in the life of a camper.

A counselor's responsibilities are continuous and ongoing. A counselor:

1. Should arrive at camp during registration time (2-4 PM), no earlier and no later. Be sure to arrive with time to get your campers moved into cabins and settled, meds checked into nurse, etc before Cabin Orientation begins at 4pm.
2. Should refuse any requests for transfer to another cabin. Refer problems to the Camp Manager or Student Ministries Director.
3. Should be alert to special needs of your campers. Become aware of those who have learning difficulties, abusive backgrounds, homesickness, shyness, low self-esteem, and recent tragedies such as divorce of parents or loss of a loved one.
4. Should be on time with all of your campers for scheduled events. Often this will mean that you are the last one out of the cabin, as you bring the slow campers to the scheduled event on time.
5. Should not give medication to any camper. The Camp Nurse is responsible for dispersing all meds. Please make sure all medicine in your cabin is given to the Camp Nurse. (This includes turning in all counselor medication as well.)
6. Should help campers keep the cabin clean.
7. Should redirect conversation and refer campers to their local pastors for guidance if controversial questions arise, such as doctrinal views, movies, politics, public vs. home school, etc.
8. Should work in full cooperation with the Camp Manager and all other camp staff.
9. Should not allowed to leave the campgrounds without permission.
10. Should never be alone with one camper, instead use the rule of three. Always have another adult or two campers with you. The other adult should not be a close relative to you. The gender of the leader or camper is irrelevant. Ensure ratios are appropriate. It is generally better to have too much supervision than not enough.
11. Should be careful about inadvertently exposing yourself to others while showering, changing clothes, revealing any unique marks.
12. Should limit physical contact with the opposite sex.
13. Should not use profanity.
14. Should only go into cabins with campers of your own gender.
15. Should ensure cabins are treated with respect. Any damage done to a cabin as a result of horseplay or vandalism will be charged to the campers and counselors in that room.
16. The camp staff reserves the right to inspect contents of personal belongings.

If there are prohibited items found, camp staff has the right to hold them. All searches will be done in the presence of the Camp Manager.

Take advantage of the “in between” minutes before and after meals, on the way to the pool, returning to the cabin and other times to chat.

ACTIONS STRICTLY PROHIBITED

1. Do not use any sort of physical discipline including push-ups, swats, towel popping, shaking, grabbing, or anything similar in order to punish a camper or to make them behave in a particular way.
2. Do not use improper verbal reprimands such as sarcasm, humiliation, name calling, or other “put-downs.” Always build up the campers and other staff.
3. Do not give or threaten to give “swirlies” or “wedgies” or anything similar.
4. Do not permit any form of abuse including slapping, grabbing, improper touching, bathroom photography, sharing bunks, or other similar activities.
5. Do not ever physically force a camper to do anything. Do not even grab them on the arm. If you want a camper to turn around or walk a different way, walk with him or her to convince a change of course.

QUALITIES OF A COUNSELOR

- **Spiritual:** Many problems of campers stem from spiritual maladjustment. You should be able to assist them in recognizing their spiritual needs and lead them in discovering God’s help. You should be able to explain the plan of salvation in terms they will understand. Camper will need to see Christ reflected in your life. In order to adequately minister, you must also keep your own heart pure and full of the Spirit. It is imperative that you have a daily personal devotion for yourself, and that you are faithful to attend counselor meetings each day in order to get a sense of the spiritual direction of the camp.
- **Love for the campers:** If you do not love students, camp is the wrong place for you. Be interested in their conversations, problems, interests, joys, and hurts. Demonstrate a genuine concern.
- **Cheerfulness:** Enjoy having a good time. Find the humorous side even in bad situations. Campers will have a better experience if their counselor is enjoying camp. Speak “life” as much as possible.
- **Maturity:** Be firm; be fair; be flexible; be a friend. Whether good or bad, your attitude is constantly on display. Watch your attitudes and actions.
- **Submission to authority:** Campers are required to keep the rules. They will respect you if you abide by the rules along with them. Though you may not agree with the camp policies, you are expected to keep and uphold them at all times. These policies are in place for a reason.
- **Understanding and patience:** Remember what you were like when you were young. Do not expect a camper to act like an adult. Be careful not to try to press each camper into the spiritual mold through which you came. The Lord worked differently with Peter than He did with Andrew. Remember the only difference between campers and counselors is grace

and time.

- **Honesty:** The camper must know you will keep your word and hold in confidence the things he or she shares with you. Let them know that as long as they are not a danger to themselves or to others (situations you are required to share with authorities) you will keep things in confidence. Do not discuss a camper's problems with other campers. Be willing to admit when you do not know the answer to a question. Campers can see through you if you are not honest.
- **Fun-Loving:** Remember, camp is for the camper. Our goal is to communicate the truths of God's Word to each camp participant. That is difficult to do when you have unhappy campers. Be lighthearted. If campers see that you are having a good time with them it will help them feel more comfortable around you, and create opportunities for you to minister to them. Be careful not to make a major incident out of a minor situation.
- **Compassionate:** Make a concerted effort to see both sides of every situation. Unfortunately, sometimes things will not go your way. React appropriately.
- **Energetic:** You will become physically drained during your week as a camp worker. Preparing for your week prior to camp through exercise and proper rest will prove to be beneficial. Be careful that you do not allow yourself to become tired and irritable.

LEADING CABIN TIME

- **Allow students to share what God is doing in their lives:** It is vital that students have the opportunity to process what is happening in their lives spiritually during chapel, evening services, and other ministry times. Many young people will come to camp struggling with issues and problems, and as God works in those areas, they need to 'debrief' about things. Also, these times of sharing will help bring your campers closer to one another and help them understand that they are not alone in their walk with Christ.
- **Share a challenge that fits the focus of the day:** After listening to the evening message and to what your campers are processing. Taking all of this into consideration, come up with a challenge or encouragement for your campers for the following day.
- **Spend time in prayer together:** You might want to ask several different campers to pray, or you might want to allow them to lead out in prayer as you pray together. Ask for prayer requests, then pray for each one. However you do it, make sure you lead students in prayer as part of your cabin time.
- Guide cabin devotions. Explain how to apply scripture to their daily lives.

ALTAR MINISTRY

A highlight of camp is ministering to campers during altar time following the evening services. Here are a few basic guidelines we ask you to follow:

- **Follow given instructions.** Listen carefully to the Camp Speaker for specific instructions during altar times.
- **Guys with guys, girls with girls.** When praying with campers at the altars (or at other times), we ask that men pray with boys and women pray with girls. We also encourage this practice with campers as they pray with one another. Pastors and leaders may want to pray with students of the opposite gender from their church group and this is appropriate in group settings. Please start by praying with your campers during altar calls, then pray for those who have not had someone pray with them.
- **Ask campers how you can pray with them.** When you go to pray with a student, ask their first name, why he or she is at the altar and what he or she is seeking from God. Often, no matter how specific the speaker may be, young people come to the altar for other reasons. Know what you are praying about.
- **Share the Word with the camper.** We encourage you to have your Bible with you as you minister around the altars. If a camper needs Christ, you can show him or her key salvation scriptures. If you are praying with him or her about others' needs, you can share God's Word with him or her and illustrate how it applies to his or her situation.

THE CAMP STAFF

CAMP MANAGER

The Camp Manager will be assigned by the Student Ministries Director (SMD) to assist in running the minute-by-minute details of each camp. He or she will work closely with the SMD, but will have the authority to make many decisions on their own. He or she will confer with the SMD on any major decisions or emergencies.

THE CAMP MANAGER WILL...

1. Be the go-to person for all behavioral and disciplinary situations.
2. Need to be notified of any campers or counselors who have to leave the grounds prior to their scheduled departure.
3. Check in all pre-registered parents or pastors who will be visiting. Note: Tuesday and Saturday evenings are the only times that are open to visitors. Anyone who wishes to visit the campground needs to communicate that desire to Jake Johnson prior to the week of camp. See Visitor Policy in this manual for additional details.
4. Be the first line of contact for all accidents, incidents, or medical emergencies. Please contact the Camp Manager promptly in these situations.

RECREATION DIRECTOR

The Recreation Director (Rec Director) will be assigned by the Student Ministries Director (SMD) to design, promote and implement the recreational component of Red Culture Camp. He or she will work closely with the SMD to ensure age appropriate activities are available to campers. The Rec Director will also maintain the scoring system and running total for each team at camp.

THE RECREATION DIRECTOR WILL...

1. Give daily instructions and explanations of the day's rec activities.
2. Be available at counselor meetings to answer questions about activities.
3. Determine and have final decision making ability in situations concerning all recreational conflicts or ties.

IMPORTANT TIPS & TOOLS

THE RED STORE

The Red Store is provided for purchase of T-shirts, order Camp Yearbooks, and other miscellaneous merchandise.

EMERGENCIES

In the event of a medical emergency of a camper or counselor:

1. Contact someone with a radio.
2. Stay with the injured person. Comfort the camper and immediately start praying for him or her.

ILLNESS

Please report all illnesses to the Camp Nurse immediately.

LOST & FOUND

Lost and found items will be brought and placed in the box near the office. If something has not been claimed 30 days after camp, it will be discarded.

CAMPERS DATING

We have done all we can to remove all opportunities for someone to feel left out. Campers need to learn the sacredness of relationships so perverted by the world. Try to emphasize the importance of having lots of good Christian friends and how concerned God is about this aspect of our lives. Also, point out that our worth is not based on our dating life, but on us being loved by Jesus unconditionally.

MAIL

Mail is distributed each afternoon. Stamps and envelopes are available for purchase in the Red Store. Give outgoing mail to the volunteer in the Red Store.

MAINTENANCE

Any maintenance that needs to be done by the camp maintenance staff should be written down on a maintenance request form provided at each morning counselor meeting.

MEDICINES

All camper and counselor medicines should be turned in to the Camp Nurse at registration.

MONEY

Encourage all campers to take extreme care of their money. During kids' camp, a camp bank is available.

TABLES

Please do not sit on or allow campers to sit on tops of tables.

REGISTRATION

All camper registration is done by the church coordinator only. Each church coordinator is to have one check for the entire balance, know how many counselors and students are with their group, and communicate any registration changes, late arrivals, and early departures to the registration attendants. This will insure fast registration and housing assignments. All campers and counselors must pass a head lice check conducted by the local church before coming to camp.

COUNSELOR MEETINGS

Counselor meetings will take place in the Garage each morning and are mandatory for all adults and counselors. Please be on time.

VEHICLES

All vehicles are to be locked and left unoccupied throughout the week. They can only be used with the permission of the Camp Manager or Student Ministries Director. Campers must turn in their keys to the Camp Manager. Teenage counselors who drive to camp must also turn in their keys.

DEVELOPMENTAL STAGES

- **Third and Fourth Grade:** children of this age group are energetic, curious and competitive. Emotionally, this is an age of sensitivity, attachment to parents, and dependence on adults. They are not as responsible for their own needs and require guidance to insure proper rest, hygiene, and nutrition. Socially, these campers need acceptance by the group, but also need the intimacy of “best friend” relationships. Counselors should be sensitive to homesickness and provide secure and stable care. They also need to insure that the children’s physical, social, and spiritual needs are met by giving careful attention to these issues.
- **Fifth and Sixth Grades:** this age group is marked by a significant difference in physical, social, emotional, and spiritual development. They demonstrate greater personal responsibility, but still need adult guidance to insure proper rest, hygiene, and nutrition. Socially, they are beginning to be aware of the opposite sex. Group acceptance and “best friends” are still important. Physically, some of these children are entering puberty with its emotional and physical effects.
- **Junior High:** inward insecurity, sensitivity, outward boldness, and brash behavior mark the junior high years. These campers are beginning to assert their independence, but remain very dependent upon adults in their world. They often resent adult authority and are totally submissive to peer pressure. Junior high campers are on an emotional roller coaster that includes great highs and lows. Socially, “boyfriend-girlfriend” issues have emerged as the most important topic. Despite this preoccupation, peer acceptance remains the most critical issue. Physically, rapid growth and

development cause clumsiness, a need for lots of rest and food, and a preoccupation with whether or not their bodies are developing properly. Counselors need to be especially sensitive to “self-image” and authority issues with campers in this age group. Every effort should be made to help every camper feel accepted and valued while retaining control.

- **Senior High:** the emotional maturity of senior high campers does not match their physical maturity. They are often hard pressed to cope with the strong feelings of this age. While most are independent and responsible for their rest, hygiene, and nutrition, they remain dependent on adults for guidance in dealing with the problems of their emerging adulthood. Socially, more intimate long-term relationships develop between sexes. This is also the time when the opinions of close friends are valued more than the group. Counselors need to focus their energy on helping these campers confront and cope with the variety of serious adult issues they are facing. They need guidance, direction, and the opportunity to openly discuss their needs.

CAMPER RULES AND REGULATIONS

1. Attendance at all services and activities is required.
2. Prescription and over the counter medicines must be turned in to the Camp Nurse in a ziploc bag upon arrival.
3. No camper is permitted to leave the grounds without the proper paperwork.
4. The possession or use of illegal substances, any weapon, or other unlawful or dangerous items is sufficient reason for immediate dismissal from camp.
5. Gaming systems, pets, and mini fridges are not permitted at camp.
6. Cell phones at camp are considered a privilege that will be revoked if not used appropriately. Cell phones are allowed for camp purposes only, not recreational or personal communication.
7. All car keys of campers who drive to camp must be turned in to the camp manager or those approved by the Camp Manager upon arrival.
8. Campers are expected to respect and obey their cabin counselor and other camp staff.
9. Campers should not be allowed to disrupt a service or activity. Campers should not harm themselves or another student.

DRESS CODE

1. All campers are encouraged to dress modestly and appropriately in a manner which is conducive to the spiritual goals of camp. Modest shorts may be worn anytime during camp.
2. The midsection must be covered and no undergarments can show. No strapless dresses and/or tops are allowed.
3. Clothing with inappropriate slogans or advertisements such as beer and tobacco companies, etc. will not be permitted.

4. Cover clothing must be worn to and from the swimming pool over the swimsuit.
5. Counselors and leaders will be available to guide campers with any questions about the dress code.

DISCIPLINE GUIDELINES

Due to the differing views of parents on the types of discipline as well as the unique personalities of campers, there must be a set policy on the necessary steps of discipline within the camp setting. The ministries of the Iowa Ministry Network and its subsequent Student Ministries Department should operate a peaceful and constructive environment. It is our desire to teach children and youth to honor authority, each other, camp equipment, and other property. Those ministering need to have adequate control of those under their supervision. A discipline policy provides consistency among leaders and teachers when disruptions occur and helps them to maintain a peaceful and safe environment.

1. Each counselor is responsible for the conduct of the campers in his or her cabin.
2. When possible, discipline of a camper should always occur in the presence of another adult.
3. Counselors should know when to be firm and when to be flexible. Never yell at a camper. Always correct in a loving manner.
4. Any activity that has the potential to be harmful to others must be stopped.
5. Counselors should attempt to be understanding and patient, seeking to understand why the camper broke the rule. Counselors should keep in mind what it was like for him or her during the camper's stage of development. Don't expect a 13 year-old to act like a 23 year-old.
6. Effective discipline explains what the camper has done wrong and offers alternative avenues of behavior.
7. Make discipline a private matter. Never (except in an emergency) rebuke a camper in front of others.
8. No camper is to be punished physically in any way. If you feel like you are losing control, involve the Camp Manager.
9. Never deprive a camper of food or sleep or isolate him or her as a form of punishment. Never subject a camper to ridicule, threat, verbal abuse or derogatory remark, corporal punishment, excessive physical exercise or excessive restraint. It is unacceptable to discipline in anger or to cause humiliation or fear.
10. Make sure that you make an honest effort to get to the bottom of an argument or fight. Talk to all parties and let each present his or her side.

11. If two campers are fighting, keep them away from each other until they have had time to “cool down.”
12. After some time, check back with the camper you have disciplined. Do not allow a distance to grow between you.
13. Ongoing or more severe discipline problems should be referred to the Camp Manager. If necessary, the Camp Manager will notify the Student Ministries Director. If a behavior problem is brought to the Camp Manager, counselors should be prepared to identify the problem behavior and list the solutions that were tried to help resolve the problem. Discipline, to be effective, must be handled in a timely fashion and the consequences must be relevant to the misbehavior.
14. The counselor will be responsible for enacting any discipline deemed necessary by the Camp Manager or Student Ministries Director.
15. Should a camper need to be dismissed from camp, the parent or guardian will be notified by the Student Ministries Director, Camp Manager, or Pastor who accompanied the camper to camp.

SUGGESTED STEPS FOR DISCIPLINE

- **Verbal Warning:** inform the camper that his or her behavior is wrong and ask him or her to change that behavior.
- **Move Them:** move the camper to a different seating location away from others and explain why he or she is being moved.
- **No Participation:** do not allow the camper to participate in a current activity.
- **Contact Camp Manager:** The Camp Manager will determine further disciplinary steps.
- **Meeting:** when the steps of discipline are not effective or if the problem persists, a meeting should be arranged with the Student Ministries Director to determine further steps to be taken. Parents or authorities may be notified, as well as legal counsel sought when necessary. Documentation, including date, time of behavior problem, discipline given, and the name of the counselor should be written and given to the Student Ministries Director and should be kept on file.

VISITOR POLICY OF IOWA MINISTRY NETWORK SUMMER CAMPS:

For the protection of all campers, no visitors (other than parents/guardians and pastors) will be allowed on campus. The only visiting day is Tuesday and Saturday from 6:30 PM until cabin time. All visitors must check in and check out with the Camp Manager or an individual approved by the Camp Manager. In order to receive approval for your visit, please e-mail jjohnson@imnag.org

with your name, phone number, and the student(s) you wish to visit at least 24 hours prior to open visiting days.

Steps for all visitors:

1. Email visitor request to jjohnson@imnag.org 24 hours prior to open visitor day.
2. Arrive Tuesday or Saturday at 6:30 PM, sign in, and receive a visitor badge in the camp office with the Camp Manager or individual approved by the Camp Manager. Visitors are allowed in the main building, auditorium, and Garage following service. Visitors are not permitted to enter any other part of the camp including cabins.
3. Visitors sign out with the Camp Manager or an individual approved by the Camp Manager.

CONFLICT MANAGEMENT RESOURCES

As counselors, our job is to model and teach campers how to love God and others. Because conflicts occur in all relationships, it is our job to demonstrate and provide tools to our students to promote understanding and prepare them to respond to conflicts constructively, rather than in anger - which results in hurt feelings, isolation, or aggressive behavior.

In using the Matthew 18 principle as our guideline, the following tools can be helpful in teaching students how to deal with conflict. Below you will find three styles of dealing with conflict.

1. PAUSE-THINK-RESPOND:

Pause: Pause stage is like the pause button on a DVD remote. When you press the pause button all action stops. It allows you to look over the situation or leave the situation before you react. You use this stage to help the campers calm down, get a handle on the situation and to seek godly counsel if needed.

Example: *You walk into the cabin and two campers are arguing. You direct them to "pause" and separate them to take a moment to calm down. You do this to help you get a handle on the situation and prepare yourself to deal with the situation.*

Think: Now, go to each student and ask them their story. Remember this is their story, their point of view of the situation. Help them think through the entire situation. Ask each camper to wait their turn in relaying "their" side of the story. Point out the differences in the stories. Assist them in recognizing what each of them did wrong and right. Help them process what they could do differently next time.

Respond: This stage is where you assist your campers in making Godly decisions and teach them how to properly react in the face of conflict. This can take many different forms either through story, role-play, or giving out directions.

Responding stage is also where you handle any type of discipline if needed. Help campers realize that there are consequences to their actions and reinforce the proper way to handle the next conflict.

2. THE PAUSE METHOD

- **Prepare** (pray about the situation, get all the facts, seek godly counsel if needed, develop options).

- **Affirm** relationships (show genuine concern for the situation and respect for all campers involved in the situation).
- **Understand** interests (identify the campers' concerns, desires, needs, limitations, or fears)
- **Search** for creative solutions (prayerful brainstorming).
- **Evaluate** all options objectively and reasonably (keep it simple, don't argue).

3. THE 5 "A" METHOD

1. **Admit** what you did wrong.
2. **Apologize** for the choices you made, recognize those choices, and how the choices affected others.
3. **Ask** for forgiveness. Teach the camper how to accept consequences appropriately.
4. **Accept** the consequences.
5. **Alter** your choice in the future. Model, role-play or give ideas for better choices the next time the camper is in a conflict.

A FEW REMINDERS TO HELP AVOID OR DEAL WITH CONFLICT:

- Identify the behavior that is "normal" as opposed to that which defines you as a counselor or limits that you set.
- Stay calm. Don't raise your voice - speaking in a soft voice will help de-escalate the situation.
- Be firm and forgiving. Do not hold infractions against a camper. Allow the camper to experience the consequences of their behavior without vindictiveness or unforgiveness.
- Avoid hidden expectations or limits that you have that a camper discovers after misbehaving.
- Model the behavior and expectations that you ask of campers.
- Don't lecture; you don't have to convince them what they did was wrong. You explain to them what they did wrong and keep it simple.
- Get down to their height when speaking with campers; make sure your directions are clear.
- Separate your feelings towards the camper as a person and your feelings for the camper's behavior. Postpone responding to a camper's behavior or to a conflict, if you are not able to demonstrate Christ's love. You are to be a calming force in dealing with conflicts.
- Be in prayer for your campers. God will give you a greater understanding and love for your campers. Remember the goal is to set up an environment where students will learn and receive Christ's love.
- Respect should be given to everyone, but respect is only kept by our own actions.
- Be fair and consistent with your discipline actions from camper to camper.
- Always be positive and give praise for each campers. It will help when dealing with conflicts between campers.

CHILD ABUSE & MANDATORY REPORTING

WHAT IS CHILD ABUSE?

Iowa Law defines child abuse as:

- Any non-accidental physical injury, or injury that is inconsistent with the history given, suffered by a child as a result of an act (or failure to act) of a person responsible for the child's care.
- Any mental injury that results in an observable and substantial impairment in the child's ability to function within the normal range of performance and behavior as a result of an act (or failure to act) of a person responsible for the child's care (diagnosed by a qualified professional).
- Commission of a sexual offense with a child as a result of an act (or failure to act) of a person responsible for the child's care.
- The failure on the part of a person responsible for the care of a child to provide adequate food, shelter, clothing, or other care necessary for the child's health and welfare when financially able to do so, or when offered financial or other reasonable means to do so.
- Allowing or permitting a child to engage in prostitution.
- The presence of an illegal drug in a child's body as a direct and foreseeable consequence of an act (or failure to act) of a person responsible for the child's care.

MANDATORY REPORTERS

Under Iowa law these people are Mandatory Reporters:

- a. Every health practitioner who in the scope of professional practice, examines, attends, or treats a child and who reasonably believes the child has been abused.
- b. Any of the following persons who, in the scope of professional practice or in their employment responsibilities, examines, attends, counsels, or treats a child and reasonably believes a child has suffered abuse.
 - A social worker
 - An employee or operator of a public or private health care facility or certified psychologist
 - A licensed school employee, certified para-educator, holder of a coaching authorization, or an instructor employed by a community college
 - An employee or operator of a licensed child care center, registered child development home, or head start program
 - An employee or operator of a substance abuse program
 - An employee of a department of human services institution
 - An employee or operator of a juvenile detention or juvenile shelter care facility

- An employee or operator of a foster care facility
- An employee or operator of a mental health center
- A peace officer
- A counselor or mental health professional

Camp counselors or pastors are NOT mandatory reporters. If you are a mandatory reporter, you MUST report suspected child abuse within twenty-four (24) hours. You must report the abuse both orally and in writing. The oral report can be by telephone to the Department of Human Services (DHS). If you have reason to believe that the child is in need of immediate protection, the report must also be made to local law enforcement immediately.

The written report must be made to DHS within forty-eight (48) hours of the oral report.

Any report (oral or written) should contain the following information. It is not necessary that you obtain all the requested information if it is not readily available to you.

- Name and home address of the child and person responsible for the child's care
- Child's present location
- Child's age
- Nature and extent of the injuries (including any previous injuries)
- Name, age, and condition of other children in the home
- Name and address of person making the report
- Any other information the reporter feels could be helpful

PERMISSIVE REPORTERS

A Permissive Reporter is anyone who reasonably believes a child has suffered abuse, but does not fall under one of the mandatory reporter categories. As a permissive reporter you may call in or send a written report to the Department of Human Services indicating your concerns. You may wish to use the same outline of requested information that is asked of mandatory reporters to help you ensure that you report provides DHS with the information they need, as well as helping you organize your report in a clear format.

Just like with mandatory reporters - if you feel the child is in need of immediate protection you should call local law enforcement immediately.

SPIRITUAL HELPS

LEADING A CAMPER TO CHRIST

HELPFUL SCRIPTURES:

Romans 3:23	All have sinned
6:23	The wages of sin is death
5:8	God demonstrated His love for us, that while we were still sinners, Christ died for us
10:9	Confess with your mouth
10:10	Believe in your heart
10:13	Whoever calls on His name shall be saved
Rev. 3:20	Behold I stand at the door and knock
John 1:12	All who believe in His name become children of God
2 Cor. 5:7	Anyone in Christ is a new creation: the old has gone, the new has come

ANSWERS TO COMMON QUESTIONS

- 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)*
- Am I too young to receive Jesus? *No. (Mark 10:14)*
- What must I do to be saved? *Confess (1 John 1:9); Believe (Acts 16:31); Receive (John 1:12)*
- Will Jesus come into my heart? *Yes. (Revelation 3:20)*
- Does God love me? *Yes. (John 3:16)*

TERMINOLOGY DEFINED

Repentance: sorry enough to quit (Acts 2:38; 2 Cor. 7:10, 5:17)

Sin: Man's lost spiritual condition (Isa. 53:6; Rom. 3:23, 3:10,12; Psalm 51:5)

Conversion: turned around from spiritual death to eternal life and a relationship with God (Matt. 7:13, 18:3; Acts 3:18)

Believe: depend upon, trust, become vulnerable to (John 3:16; Acts 16:31)

Born Again: our spirit was dead, but now alive, beginning a relationship with God (John 3:3; Eph. 2:1,5,6)

HOW TO LEAD SOMEONE TO CHRIST

- The camper must know that God loves him or her (*John 3:16; Rom. 5:8; Deut. 10:12; 1 John 3:1*)
- The camper must recognize he or she is a sinner and there must be a penalty for sin (*Rom. 3:23, 6:23; Heb. 9:27*)
- The child must believe God sent his son Jesus to take his or her penalty for sin (*John 3:16; Rom. 5:8*)
- The camper must accept Jesus as his or her own Savior and be forgiven of his or her sin (*1 John 1:9; John 1:12*)
- The camper must confess Jesus Christ as his or her Savior (*Rom. 10:9,10*)

- Help the camper pray something similar to: “Dear Lord Jesus, I know I am a sinner. I believe you died for my sins. Right now, I turn from my sins and open the door of my heart and life. I confess you as my personal Lord and Savior, Thank you for saving me. Amen.”

ON RECEIVING THE BAPTISM IN THE HOLY SPIRIT

A BELIEVING CAMPER SHOULD:

- Understand that the gift is from God and should be received in faith and gratitude.
- Confess any known sins in your life and resolve to live a righteous life with God’s help.
- Begin to praise and worship the Lord.
- Express to the Lord a desire to be filled with the Holy Spirit for His glory. Have a genuine hunger for God in his or her life.
- Yield to and allow the Holy Spirit to speak through him or her.

HOW DO YOU KNOW YOU HAVE RECEIVED THE BAPTISM IN THE HOLY SPIRIT?

The believing camper speaks in tongues or a heavenly language unknown to him or her as the Spirit gives utterance. (Acts 2:1-4, 10:1-46)

DISCUSSING THE BAPTISM IN THE HOLY SPIRIT

Who is the Holy Spirit?

The Holy Spirit is the Spirit of God - the third person of the Trinity. He is not an “it,” force, or power. The Holy Spirit convicts or shows us we are sinners (John 16:8)

When do you have the Holy Spirit?

At salvation, the Holy Spirit dwells or takes up residence in the believer’s heart. The Holy Spirit convicts the believer of sin and convinces him or her of righteousness. (John 6:44, 14:17; Rom. 8:9; 1 Cor. 12:13).

There is an additional special and separate ministry of the Holy Spirit called the Baptism in the Holy Spirit. The Baptism in the Holy Spirit is an empowering gift from God. It helps the Christian live a holy life, brings greater power for witnessing, and a greater joy in the spiritual service. (Acts 1:8)

Who may receive the Baptism in the Holy Spirit?

The promise of the Father is for every believer. On the day of Pentecost every believer present in the Upper room was filled with the Holy Spirit and began to speak in other tongues as the Spirit enabled them (Acts 2:4).

Peter preached on the day of Pentecost that the Baptism is for every believer in every generation (Acts 2:39).

How do you receive the Baptism in the Holy Spirit?

Every believer should seek the Baptizer, Jesus, rather than speaking in tongues. It is Jesus who baptizes in the Holy Spirit.

OTHER NEEDS, QUESTIONS & SCRIPTURE REFERENCES

NEED FOR FORGIVENESS

1 John 1:9 Romans 8:1 Ephesians 2:8
1 John 3:5 Isaiah 1:18 Psalm 40:1-3

NEED OF ASSURANCE

1 John 5:13 John 3:36
Romans 8:16

YOU ARE ABANDONED BY LOVED ONES

Deuteronomy 31:6 Psalm 37:25 Psalm 91:14,15
Deuteronomy 4:31 1 Samuel 12:22

PRAYING FOR LOST LOVED ONES

Acts 2:39 2 Peter 3:9 Acts 11:14
Acts 16:31 Hebrews 13:5 Deuteronomy 31:6
Matthew 18:19 1 Thessalonians 5:24

IN NEED OF HEALING

Exodus 15:26 Jeremiah 17:14 Psalm 103:3
James 4:14,15 Hebrews 13:9 3 John 2
1 Peter 3:24 Jeremiah 30:27 Psalm 34:19

WHEN IN GRIEF

2 Corinthians 1:3,4 Psalm 23:4 2 Thessalonians 2:16,17
Isaiah 43:2 2 Corinthians 5:8 Matthew 5:4
Isaiah 41:10 Revelation 21:4 1 Thessalonians 4:13, 14

BACKSLIDING

Hebrews 10:38 2 Peter 3:9 Luke 9:62
Hebrews 7:25 Isaiah 55:7 Jeremiah 3:22

ALCOHOL

Proverbs 20:1 1 Corinthians 6:10 Proverbs 23:29-32
Isaiah 5:22 Hosea 4:11

DRUGS

1 Corinthians 3:16,17 John 8:36 Romans 13:14
Titus 3:3-5 1 Corinthians 6:20 Luke 4:18
Proverbs 11:19 James 4:7

NEED OF SLEEP

Psalm 37:7,8 Psalm 127:2 Psalm 4:8
Psalm 121:3 Psalm 3:5 Proverbs 3:24

LONELINESS

Psalm 139:7

Joshua 1:9

Deuteronomy 31:6

Isaiah 4:10

John 14:23

John 14:16

CONTROLLING OUR THOUGHTS

Isaiah 26:3

Proverbs 23:7

Psalm 94:11

Philippians 4:8

Psalm 1:1,2

Psalm 139:23

Hebrews 4:12

NEED OF GUIDANCE

Psalm 27:11

Psalm 24:4,5

Proverbs 3:5,6

Psalm 107:28-30

Psalm 48:14

Romans 8:14

Psalm 31:3

Psalm 32:8

John 16:3

Psalm 37:5,23

Psalm 26:9

2 Corinthians 5:7

IF PRAYERS AREN'T ANSWERED IMMEDIATELY

“Wait patiently for the Lord,” for His timing. Also, look to see if anything is wrong in your life that would hinder his answer such as:

1. Disobedience (Deuteronomy 1:43-45)
2. Unconfessed sin (Psalm 66:18)
3. Indifference (Proverbs 1:24-33)
4. Neglect of mercy (Proverbs 21:13:1; Peter 3:7)
5. Turning from the Commandments (Psalm 28:9)
6. Stubbornness (Zechariah 7:11-13)
7. Instability (James 1:6,7)
8. Self-indulgence (James 4:3)

SCRIPTURES THAT ANSWER EXCUSES

“I am not ready to become a Christian; maybe later.”

2 Corinthians 6:2; Hebrews 2:3; Isaiah 55:6; Proverbs 27:1

“I am not perfect, but I am not really bad.”

Jeremiah 17:9; Mark 7:21-23; James 2:10

“I could not do all of the things required to live the Christian life.”

2 Timothy 1:12; Philippians 1:6; Jude 1:24

“There are some things I do not wish to give up to become a Christian.”

Matthew 16:24,25; Mark 8:36,37; Mark 10:21-24

“I am waiting until I feel right.”

Hebrews 11:6; John 1:12, 5:24

“I want to be saved, but I have such ill-feeling in my heart toward others.”

Matthew 6:14,15; Luke 6:27-28

COUNSELOR/CABIN ORIENTATION (KIDS)

INSTRUCTIONS:

Please take a few minutes to go through the following with your campers. Suggested times have been given to help you stay on task.

(5 minutes) Take time to introduce yourself and have students introduce themselves.

(3 minutes) Explain that this week can be the greatest week of his or her life and that God wants to do something special inside each camper.

(15 minutes) Go over the following camp guidelines:

- We want an atmosphere of respect, so please make sure your words are uplifting and actions Christlike.
- Please do not bully or pick on anyone. You may think it is funny, but you never know what is going on in someone's heart and life. Rather than making fun, choose to be a friend.
- During rec activities, please listen to and follow the guidelines the Adventure Staff and Camp Recreation Director communicate.
- Girls should not go near or in the boys' cabins. Boys should not go in or near the girls' cabins.
- God wants to do something in your life this week. If you need someone to talk to, your counselors are here for you at any time.
- If you have medicine that you take, please make sure you have turned the medication in to the Camp First Aid Personnel so he or she can administer your medication.
- Attendance at all services and scheduled activities is required. During these times, campers are not to be in the dorms.
- No camper is allowed to leave the grounds at any time. If you are leaving early with your family, the proper documentation must be filled out and cleared with the Camp Manager and Student Ministries Director.
- Tobacco, illegal drugs, alcohol, fireworks, music players, radios, pets, weapons, etc., are not permitted. If you accidentally brought them, give them to the Camp Manger and they will be returned to you on Friday. (The legal things - that is!)
- If you are injured, our Camp First Aid Personnel is available to help you.
- Please remember to adhere to the dress code printed in the "rules and regulations form."
- When cabin time is called, all campers should quickly return to their cabins. Campers should remain in their cabins until morning.
- During altar times at services, we ask that guys pray with guys and girls pray with girls.
- Any sort of abuse and violence is not permitted. There is a process in place to

deal with these issues swiftly.

- Clothing/towels and shoes should be worn to and from the pool.
- We are remodeling our facilities as God provides. We want to take care of what He has given. A few ways we can do that are to make sure we don't purposely damage anything, avoid vandalism, avoid playing in the mud, and use common sense. For example, playing tackle football in a cabin isn't a good choice.
- The camp staff is here to help provide you the best week of your summer. If you need something, please don't hesitate to ask.
- After service, you may not go back to the cabin unless accompanied by your counselor.
- Go over the fire, flood, and tornado procedures posted in your cabin. This is very important!
- Ask a student to lead in prayer over the week.

COUNSELOR/CABIN ORIENTATION (TEENS)

INSTRUCTIONS:

Please take a few minutes to go through the following with your campers. Suggested times have been given to help you stay on task.

(5 minutes) Take time to introduce yourself and have students introduce themselves.

(3 minutes) Explain that this week can be the greatest week of his or her life and that God wants to do something special inside each camper.

(15 minutes) Go over the following camp guidelines:

- We want an atmosphere of respect, so please make sure your words are uplifting and actions Christlike.
- Please do not bully or pick on anyone. You may think it is funny, but you never know what is going on in someone's heart and life. Rather than making fun, choose to be a friend.
- During rec activities, please listen to and follow the guidelines the Adventure Staff and Camp Recreation Director communicate.
- Girls should not go near or in the boys' cabins. Boys should not go in or near the girls' cabins.
- God wants to do something in your life this week. If you need someone to talk to, your counselors are here for you at any time.
- If you have medicine that you take, please make sure you have turned the medication in to the Camp First Aid Personnel so he or she can administer your medication.
- Camp is a time to focus on God, not who you want to marry in 8 years. Please, no PDA.
- Attendance at all services and scheduled activities is required. During these times, campers are not to be in the dorms.
- If you need to leave the campgrounds (i.e., driver's ed, funeral, etc.) your counselor and the Camp Manager must be notified. There is a form that must be filled out.
- Tobacco, illegal drugs, alcohol, fireworks, music players, radios, pets, weapons, etc., are not permitted. If you accidentally brought them, give them to the Camp Manager and they will be returned to you on Friday. (The legal things - that is!)
- If you drove a personal vehicle and haven't yet turned in your keys, please see the Student Ministries Director or Camp Manager.
- Cell phones at camp are considered a privilege that will be revoked if not used appropriately. Cell phones are allowed for camp purposes only, not recreational or personal communication.
- If you feel you need medical attention, our Camp First Aid Personnel is

available to help you.

- When cabin time is called, all campers should quickly return to their cabins. Campers should remain in their cabins until morning.
- During altar times at services, we ask that guys pray with guys and girls pray with girls.
- Any sort of abuse and violence is not permitted. There is a process in place to deal with these issues swiftly.
- Clothing/towels and shoes should be worn to and from the pool.
- We are remodeling our facilities as God provides. We want to take care of what He has given. A few ways we can do that are to make sure we don't purposely damage anything, avoid vandalism, avoid playing in the mud, and use common sense. For example, playing tackle football in a cabin isn't a good choice.
- The camp staff is here to help provide you the best week of your summer. If you need something, please don't hesitate to ask.
- After service, you may not go back to the cabin unless accompanied by your counselor.
- Go over the fire, flood, and tornado procedures posted in your cabin. This is very important!
- Ask a student to lead in prayer over the week.

STAFF EVALUATION REPORT

Please complete this form and turn it in when you check out from the camp office on Friday.

Name: _____

Check one:

____ Youth Camp #1

____ Youth Camp #2

____ Youth Camp #3

____ Kids Camp #1

____ Kids Camp #2

Position (circle one): counselor helper staff first aid

years served at Iowa Camps: _____

Please rate the following features of camp with a check mark:

Write N/A if the question is not applicable.

FEATURE	EXCELLENT	GOOD	AVERAGE	POOR
Altar Time				
Campers				
Counselors				
Devotions				
Facilities				
Food				
Sunstream Staff				
Worship				
Organization				
Recreation				
Speaker				
RedCulture Staff				

What were the **strongest** aspects of the camp program this year? _____

What were the **weakest** aspects of the camp program this year? _____

Comments on the camp program: _____

Physical **improvements** which I would like to see made are: _____

Equipment that is needed: _____

Favorite foods served: _____

Disliked food: _____

Please give any general suggestions you may have for improving camp (on back)

MY CAMPERS

Camper's Name

Church

Notes

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

STUDENT MEDICATIONS

Cabin #: _____

NAME	TIMES TO TAKE MEDS			
_____	breakfast	lunch	supper	bedtime
_____	breakfast	lunch	supper	bedtime
_____	breakfast	lunch	supper	bedtime
_____	breakfast	lunch	supper	bedtime
_____	breakfast	lunch	supper	bedtime
_____	breakfast	lunch	supper	bedtime
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_____	breakfast	lunch	supper	bedtime
_____	breakfast	lunch	supper	bedtime
_____	breakfast	lunch	supper	bedtime
_____	breakfast	lunch	supper	bedtime

BREAKFAST meds given between 8:45 and 9:30 AM

LUNCH meds given between 11:45 and 1:15 PM

SUPPER meds given between 4:45 and 6:15 PM

BEDTIME meds given immediately after service is dismissed. Please encourage campers to see the First Aid Personnel before going to the Garage or cabin.

