

Oil Belt Christian Service Camp

2027 Summer Staff

Thank you for your interest in joining our team as Summer Staff at Oil Belt Christian Service Camp. Our mission is *To Make Disciples of Jesus Christ through the teaching of God's Word!*

We are seeking to hire 12 college-age summer staff. Must be 18yrs old by May 23, 2027.

Below you'll find information on expectations for our staff, your general responsibilities and position descriptions.

Summer Staff Expectations:

1. Summer Staff must be active, immersed Christians.
2. Summer Staff must have read and agreed to comply with Oil Belt Christian Service Camp's statement of beliefs and the child abuse protection policy.
3. Summer Staff must fill out a ministry background check to be approved by the camp management.
4. Summer Staff are expected to abide by the Oil Belt Summer Camp Rules.

General Summer Staff Guidelines

1. Oil Belt's Summer workers will share in the maintenance and service responsibilities for our program starting on May 23rd and continuing until it ends August 3rd.
August 4th-8th is an optional, and additional, days to do special projects and help put everything away from camp.
2. There are a few bonus opportunities for our retreat events we invite summer staff to serve in:
 - Men's Night: Feb 5 - \$50
 - High School Retreat Feb 26-27 – \$100
 - 3rd-5th Big Overnighter March 5-6 - \$100
 - Ladies' Day March 20 - \$50
 - Family Camp: Sept 3-6- \$300
3. Summer Staff Wages & Benefits:
 - a. \$500/week served. 11 weeks employment.
 - b. Housing on campus provided
 - c. All meals included
 - d. One week of paid vacation. First Come, First Serve on dates of choice.
 - e. Each staff gets 2 canteen items/day. *Shirts or other Oil Belt merchandise are not included.*
 - f. You will be given regular time-off in a rotating order if available; which may be transferred among you to fit your summer schedules.
4. Responsibilities will be divided into specific personal duties once the summer staff team is in place. These areas include Dish room, Serving room, Girl's Dorm Custodian, Guy's Dorm Custodian, Canteen, Groundskeepers, Recreation, Lifeguards and Promotions.
5. Housing:
 - a. Summer Staff reside on campus in our staff cabins. You are not allowed to stay off campus without permission of the Executive Director.
 - b. Camp housing is for Camp staff only.
 - c. Men are only to be in the men's Summer Staff housing, and women are only to be in the women's Summer Staff housing.

General Daily Schedule: *(depending on positions)*

7:00 / 7:30am	Prepare for Breakfast / Weedeat / sleeping still
8:00	Serve / Clean from Breakfast
8:45	Cleaning Stations
9:30	Staff Devotion (<i>Free Time following for most, some mow or set-up rec</i>)
11:00	Staff Lunch
12:00	Serve / Clean Lunch
1:00	Recreation Stations / Lifeguard / Canteen (<i>Free Time following for most, or clean up rec</i>)
5:00	Staff Supper
6:00	Serve / Clean Supper
7:30	Free Time till night Canteen (<i>usually around 8:30pm</i>)

Summer Staff Expectations

Summer 2027

Thank you for serving as staff through the ministry at Oil Belt Christian Service Camp. We're excited to partner with you and look forward to a great camp session!

Oil Belt's mission is to "Make Disciples of Jesus Christ through the teaching of God's Word." You will be a major impact in accomplishing that goal in students' lives this week! OBCSC asks that you observe, obey and agree to the following expectations of staff. OBCSC code of conduct is rooted in its sincerely held religious beliefs and is consistent with the following:

- a. The Ten Commandments (Exodus 20:2-17)
- b. The Great Commandments as stated by Jesus Christ (Matt. 22:37-40)

Expectations

1. Staff members must have read and agreed to comply with Oil Belt Christian Service Camp's statement of beliefs and the child abuse protection policy.
2. All Staff (even those not staying at camp full-time) must fill out a current Ministry Application & Background Check to be approved as camp staff by Camp Management. These can be found online at oilbelt.com.
3. **Personal Conduct:** All persons connected with this ministry community shall hereinafter be referred to as ministry community members. All such ministry community members must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Christian beliefs and mission of the ministry, either expressed or implied. The use of common sense, good ethical standards and discretion will guide all who are called into community with the ministry in proper conduct. Failure to maintain reasonable standards is subject to discipline, up to and including termination, from the ministry community. It is expected that all members of our ministry community will conduct themselves in a manner consistent with biblical standards, values, and character.
4. **Rules of Conduct.** In every ministry where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all members of the community, and enhance the smooth operation of the ministry. Ministry community members are expected to become familiar with and abide by the standards outlined in this policy. The purpose of these rules is to maintain a community environment that protects the safety and dignity of each community member without placing unreasonable restrictions on anyone.
Ministry community members are expected to model appropriate behavior and conduct both on and off-campus and model relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves and gives itself to reconcile others. Ministry community members are also expected to model appropriate language on and off-campus and model speech that demonstrates a growing Christ-likeness (Ephesians 5:4). Ministry community members shall maintain appropriate attitudes of concern for others. Problems concerning ministry community members' roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter should move up the relevant chain of responsibility. Specifically, ministry community members shall respect the integrity and confidences of other community members and those outside of our community attending any of our ministry's functions. Ministry community members are expected to operate within their respective roles. In summary, Christian ethics demand that ministry community members act in love and integrity, in confidentiality, and in alignment with the mission/purpose of this ministry.
5. **Inappropriate Conduct.** Violation of ministry rules and policies may result in an oral warning, a written warning, and/or termination of a member's role in the ministry community. There is no

requirement that discipline be progressive or that a warning be given prior to demotion or any other disciplinary action, including discharge from the ministry community. Set forth below are some examples of misconduct which will not be tolerated by the ministry. This list is not exhaustive and examples are not listed in order of seriousness.

- a. Falsification of personnel and/or student records and information or other ministry records.
- b. Dating, or otherwise becoming romantically involved with, anyone under legal age. Likewise, anyone on staff or staff approaching a camper for a romantic relationship.
- c. Engaging in any activity which a ministry community member knows, or has reason to know, will adversely affect the mission of the ministry.
- d. Engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman.
- e. Deliberate damage or destruction of any ministry property or the property of any ministry community member.
- f. Engaging in criminal conduct.
- g. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor, teacher, or other ministry leader, or the use of abusive or threatening language toward a supervisor, teacher, or other ministry leader.
- h. Using abusive language at any time on campus.
- i. Wearing unprofessional or inappropriate styles of dress (including dressing in such a way as to willfully reject one's sex assigned at birth (Gen. 1:27)).
- j. Violation of any safety, health, security or ministry policies, rules or procedures.
- k. Committing a fraudulent act or a breach of trust under any circumstances.
- l. Unlawful harassment including harassment of a sexual nature (with the understanding that this ministry reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline).
- m. Engaging in behavior that suggests a willful violation of the religious beliefs and practices of the ministry.

If a ministry community member has any doubt about whether certain conduct will constitute behavior that suggests a willful violation of the religious beliefs and practices of the ministry, the community member should ask an appropriate ministry leader.

General Camp Staff Guidelines

1. At least 2 adults must be present in all dorm areas any time that campers are in the dorm.
2. All staff must complete the DCFS mandated reporter online training. A link can be found on our website: oilbelt.com. Completed certificates need to be sent to the camp office.
3. Cellphones and electronics: Please limit or avoid cellphone and electronic use.
4. The use of drugs, alcohol, smoking, tobacco, e-cigs, vaping, controlled substances or illegal medications is strictly prohibited at any time. Any medication prescribed by a physician must be turned into the camp nurse.
5. Please keep the staff lounge area clean and presentable at all times. It is not a childcare area, please use the playground by the chapel for staff children area.
6. Athletic equipment is organized in the rec storage closet in the canteen. Please place all equipment back after use.
7. No staff members are to have campers in their own vehicles without permission from the camp management.
8. All staff and campers are expected to abide by the camp dress code. See summer camp rules for specifics.

STAFF GUIDELINES FOR PERSONAL PRIVACY

- Be modest in clothing and behavior. Dress and undress quickly and privately, and only when

necessary and appropriate.

- Use common sense in discussion. Don't give unnecessary details of your own private life; especially in areas relating to sexual experience, problems, etc.

GUIDELINES FOR DISPLAY OF AFFECTION

- Realize that some displays of affection are inappropriate. (*Take into consideration the age, sex, maturity level of the child etc.*)
- Set some guidelines for your own behavior and stay within them. (*For example: Back slapping and hugging are OK, but never a slap on the bottom or an affectionate kiss.*)
- Restrict your expressions of affection to campers who are willing to receive them. If the child moves away, avoids contact, show discomfort, or reacts negatively in any way, you should alter your behavior. Never make a child physically uncomfortable.
- Be careful about verbally expressing affectionate feelings for campers. Limit compliments on physical appearance, professions of love, etc., to an appropriate minimum. Don't make overtly sexual jokes, innuendos, or implications. (*5 Moral Fences*)
- At all times, use good judgment and common sense.

GUIDELINES FOR DISCIPLINE

- Discipline for campers is reserved for the dean. If an issue arises, contact a faculty member or dean immediately. Contact Madison or Tyler next.
- A camper shall not be deprived of food, sleep or be placed alone without staff supervision, observation and interaction. Or be subjected to ridicule, threat, corporal punishment, or excessive physical exercise. No physical restraints shall be used to confine a child except if it involves trying to prevent a child from hurting themselves or others.
- Never put your hands on a child in anger. If you're too upset to deal with the situation immediately, dismiss the camper to the next activity or to another room. Contact the dean for help and handle the situation with him or her later.
- Always have another staff member present when imposing discipline of any kind.
- Always impose non-physical discipline, such as work detail, loss of privilege, etc., rather than physical, such as spanking
- If a child's behavior is out of control (even by himself), physical restraint may be necessary. Never slap, punch, or otherwise injure a child. DO NOT use more force than is absolutely necessary to de-fuse the situation. Always act calmly and always have another adult witness.
- If there is a case you cannot handle, refer the camper to the Dean or Madison/Tyler.
- Above all else, use discretion and good judgment, and discipline in love.

PROTECTING STUDENTS & YOURSELF AGAINST ACCUSATIONS

- To protect yourself and the camper, counseling should only be done in well-lit and open meeting spaces such as, in front of the chapel or office and in view of other staff. Counseling at night should be wrapped up quickly and taken up the next day.
- One-on-one counseling should be same-sex only, but as noted above have another adult either present or monitoring the counseling.
- Respect the child's privacy: don't be intrusive.
- Have other staff members present when supervising showers, changing into swimming suits, or other circumstances in which the child may be dressing or undressing.
- If you see something, say something. This means if you notice other staff, faculty or campers not obeying these protections then say something to Madison, Tyler, a faculty member or the dean.

INDICATORS OF ABUSE

- Extreme behavioral changes, such as loss of appetite

- Recurrent nightmares and/or fear of the dark
- Regression to infantile behavior, such as bedwetting, thumb-sucking, excessive crying, etc.
- Torn or strained underclothing.
- Genital infections, pain, swelling, and other abnormalities.
- Unusual interest in or knowledge of sexual matters.
- Expressing affection in ways inappropriate for a child of that age.
- Fear or avoidance of a particular person or situation, especially of being left alone with that person.
- Aggressive or disruptive behavior, withdrawal, delinquency, anti-social tendencies.
- Marks, bruises or burns which the child cannot explain or provides an improbable explanation for.
- Inappropriate hunger for affection.
- Difficulty relating to both children and adults.
- Undiagnosed learning problems.
- Expressed fear or hatred of parents or home.
- Multiple or Repeated injuries, frequently untreated or treated inadequately.
- Veiled or indirect comments/statements suggesting abuse.
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Emergency procedures—

Please keep your list of campers and staff on you at all times, along with the dorm mom/dad, so in case of emergency there will be someone available with a roster for roll call.

- Tornado or severe weather: seek shelter immediately. Please send all campers and staff to the shower rooms in the south part of the Activities Building. They need to sit in the shower area quietly with their heads covered. Dorm bathrooms may also be an alternate location. Stay in location until an “all clear” is given.
- Fire: have campers and staff meet on the bleachers in the field behind the chapel. Dorm mom and dad organize a head count and report to the dean. The dean will communicate with emergency personnel and camp staff. Staff will be in charge of the campers. Do not separate until an “all clear” is given. If at night, meeting in the chapel, cafeteria or activity building would be a good alternate location for being well-lit.
- Severe medical emergency, call #911 immediately. Otherwise, promptly call the camp nurse and consider their judgment/discretion for treatment. Also, promptly remove campers that are not directly involved with the accident to another area.
- Missing Camper: Send camp staff/staff to check buildings and grounds. Notify the dean and director immediately for further instructions.
- Earthquake: Drop to the ground in fetal position. Take Cover under a sturdy desk or door frame. Hold on until the shaking stops. Once shaking stops, move away from power lines, buildings, walls. Have everyone move to bleachers for a head count.
- Active Shooter / Intruder: in emergency situation, seek shelter or flight. Take as many campers with you. If indoors, stay away from windows, shut off lights, barricade doors/entrances. Contact #911.

In case of intruder or unknown individuals around campus, please have staff and staff initiate conversation by asking “how may I help you?” or “who are you looking for?”

- Abuse prevention: notify dean of any and all injury, abuse or molestation connected with ministry activity. The dean will notify executive director immediately for further action.
- In the event of another emergency, the camp office will direct you further. Please allow for the camp phone line to be open.

Decisions at Camp

The Camp would like to offer a decision for Baptism, Rededication, and Full-Time Christian Service in age-appropriate fashion. Our goal is for campers to become disciples of Jesus, and want to treat this experience with the upmost importance and care so that the decision will be monumental in their growth with Jesus. Please don't use scare tactics, so that the camper can receive prayerful support and discipling in their decisions. Please don't make camper's decisions public until after a staff has counseled the camper. Decisions at camp should be handled in this manner:

1. Encourage staff interaction and counseling before the invitation time.
"If you want to _____ then talk with a staff member."
2. If a camper comes forward at invitation time without your prior knowledge, pray for them and send them to talk with a staff member.
3. Discover the situation about the decision and camper's background by a staff member.
4. Have camper respond to the invitation, fill out a decision card and pray for them publically.
5. Communicate with parents and ministers following procedure on the decision cards.
6. Follow up with local ministers before baptism/decision and keep good records

APPROPRIATE DISCIPLINARY GUIDELINES

The following is to serve as a guideline. Evaluate the situation, understanding the circumstances and decide on the best course of action for the camper within the camp's policy. Again, use faculty or the dean to resolve these issues. Summer and Full-Time Staff run all issues through the dean. Do take care of the initial problem if needed, but then seek assistance immediately.

Fighting: Stop the fight. Remove offenders to a private location and try to resolve the issue. Look to get apologies and forgiveness. This may need punishment that is fitting to the offense. Report incident to camp management.

Foul Language: Verbal reprimand and discuss the inappropriateness of the language in private with the offender.

Bullying: Separate the offender, discuss the action with the camper, be alert to low self-esteem, and insure future cooperation. Continue with close observation.

Stealing: Searching personal belongings is permissible (for stolen goods or banned items). You must have probable cause, the camper present, and more than 2 adults supervising.

Inappropriate Clothing: Discuss it with the camper in private, requiring the clothing be changed. Seek voluntary cooperation.

Disruptive Behavior: If it cannot be controlled by subtle action or private consultation, then requesting cooperation in a group setting may be appropriate. IF cooperation cannot be gained, then appropriate punishment should be given, such as delayed entrance to fun activity.

Smoking, Alcohol, Drug Abuse, Sexual Misconduct: Report to the camp manager. These may be grounds for immediate dismissal.

SUMMER CAMP RULES

1. Everyone will conform to the camp schedule.
2. No one active in camp activities (*camper/faculty*) will be allowed to leave the grounds without expressed permission from the Dean. Campers are to sign in and out with the office when leaving the grounds and upon returning.
Please make the office aware of any situations where students may not be allowed to go with individuals, or other custody issues.
3. The use of tobacco (smoking, chewing, etc), alcohol, or any controlled substance (such as: marijuana, vaping, etc) is forbidden on the camp. Visitors must adhere to this as well.
4. All medications are to be given to the Camp Nurse for administration. Medications should be in original containers with labeling. For controlled substances, such as CBD products, medical marijuana, etc we ask for prescriptions from their doctor to be included as well.
Additionally, please turn in inhalers, epi-pens to the nurse. As well as inform them of any special medical conditions for the camper.
5. Campers are not to be in the dorm during planned activities unless given special permission and then only with direct supervision.
6. Electronics such as cellphones, ipads/ipods, smart watches, video games, etc are not allowed. We are here to get away from the influence of the world and to set our minds and hearts on God and His Word.
7. No pets are allowed on campus. Please contact the office about service animals.
8. Possession or use of any weapon, firearm or firework is not allowed for faculty and campers.
9. Phone calls are only to be made after expressed permission from the Camp Dean.
10. Sickness or injury must be reported to the camps nurse.
11. Snacks/food of any kind are not to be taken into the dorms or they will be confiscated by dorm parents.
12. Pictures & videos are not to be taken in dorms, changing areas, at the pool, or other areas where people may be changing.
13. Campers or faculty are not to ride on camp equipment (like mowers, golf cart etc.) without special permission from management.
14. No one shall leave the dorms at night except for emergencies. A faculty member should accompany a camper if he/she has to leave the dorm.
15. Writing on or defacing camp buildings or property will not be allowed. Campers or parents will be held financially responsible for any vandalism or intentional damages to camp equipment.
16. No one is allowed in the dorms of the opposite sex with the exception of the dorm lobbies and then only supervised by faculty.
17. Cars belonging to campers are to remain locked and unoccupied until camp session dismisses and their keys MUST be turned into the office. Prior arrangements may be made thru parents contacting dean or camp office.
18. Management reserves the right to dismiss any camper or faculty for undesirable conduct.
19. Appropriate clothing including shirts and shoes must be worn at all times except by special permission from the dean. (See Dress Code below)

DRESS CODE:

With the desire that dress and grooming not disrupt the camp experience, all camp participants (campers, faculty, staff) must dress modestly and decently. See online at oilbelt.com for additional direction. The dean is the final authority in the matters of dress.

1. Clothes that are too short or revealing are not allowed. Below are a few examples:
 - Tank Tops must be over 3 finger widths wide.
 - Undergarments such as boxers or bras/straps should not be visible. Shirts that are tied, ripped or cut must not show skin or undergarments as well.
 - Shirts are not to be low cut, show the midriff or too revealing. Sleeveless shirts need to fit to the underarm as to not reveal anything.
 - Open backed shirts, such as tube tops or halter tops, are not allowed.
 - Tight/Form fitting pants such as leggings, yoga pants or spandex need to be worn with shorts, skirt, shirt or covering that at minimum covers to mid-thigh and is consistent in length from front to back.
 - All pants and shorts must be worn at the waist and without holes above the mid-thigh.
 - Shorts need to extend to the mid-thigh and not be baggy as to reveal anything.
2. Shirts, shoes/footwear, and pants must be worn at all times, the only exception is swim time or water activity where swimsuits are worn.
3. Apparel that advertises controlled substances such as alcohol, tobacco or drugs, or uses profanity, promotes a non-Christian message, or is in any way sexually suggestive is forbidden and the individual will be required to change.
4. Camp Participants are asked to clean up (shower and change clothes) after the afternoon recreation and swim periods before the evening meal and programming.
5. Swimsuits:
 - Swimsuits are not to be low cut, show the midriff or too revealing. Sheer and white suits are not allowed.
 - Swimsuits are not to be worn during non-swimming activities. The only exceptions are during special activities such as water slides.

Social Media Guidelines for Camp Staff & Faculty

- Camp Staff & Faculty are not to post pictures of campers during the week of camp. After camp, use only photos from Waldo app.
- Camp Staff & Faculty are not to add campers, or any minor, on social media and messaging accounts such as: Facebook, SnapChat, etc.
Additionally, sharing phone numbers or contact information with or asking campers, or any minors, for theirs is strictly prohibited.
- Anyone not abiding by these policies will be issued a verbal warning. If it happens again, they will be dismissed from camp.

Summer Staff Moving Equipment Guidelines

Summer staff are to operate all camp moving equipment in a safe and respectful manner, such as but not limited to:

- Operating golf carts, vehicles and other equipment at legal and safe speeds for conditions. Vehicles especially need to follow and obey all traffic laws at all times.
- No using phones or other devices while operating golf carts, vehicles or other equipment.
- Use and wear proper protective gear such as eye protection, hearing protection, gloves, etc
- Watch for pedestrians and campers, especially around corners.
- Charge golf carts every night by parking them in the golf cart storage room and plugging them in. Do not leave them outside or unplugged.
- Follow camp specific safety precautions like:
 - Driving and parking golf carts only through “the cart path” when going under the awning
 - Using the golf cart lights when driving at night around campus
 - Staying out of muddy areas or on paths during wet conditions
 - Yielding to campers especially around canteen and cafeteria corners
 - Watching for vehicle traffic in driveway and parking lot
 - Towing luggage carts at safe speeds and not overloading the carts
 - Campers and Faculty are not allowed on the golf carts at any time
 - Only the Facility Manager is allowed to operate the FM golf cart.
 - Staff may only ride in golf carts if there is a proper “seat” for them in the cart. No standing. No sitting on someone else, in the wagon bed or anywhere else.
- If any staff break, or notice something broken or they think is incorrect, notify Madison or Tyler immediately. It may be correct to discontinue using the item until they can look over it.
- Moving equipment must be operated in a manner in which a reasonable and prudent individual would deem it safe, cautious and intended.

Summer Staff Equipment Guidelines

Summer staff are to operate all camp equipment in a safe and respectful manner, such as but not limited to:

- Recreation equipment and games should be used and ran in the manner in which they were intended. Such as archery tag used only for normal archery tag gameplay.
- The team building / initiative course elements and gear to be used as intended and only with a facilitator leading the group.
- Kitchen, Cleaning, or other regular work equipment must be handled and operated with care for the machine, protection for the individual and those around.
- The inflatable bounce house:
 - Only to be used indoors.
 - Used as intended, meaning 2 students racing through at a time.
 - Shoes are to be removed while in the inflatable.
- If any staff break, or notice something broken or they think is incorrect, notify Madison or Tyler immediately. It may be correct to discontinue using the item until they can look over it.
- Camp Equipment must be operated in a manner in which a reasonable and prudent individual would deem it safe, cautious and intended.

Agreement

By signing the Employee Handbook, you’re agreeing to this document as well as Employee Handbook statement