

# Faculty Expectations

## Summer 2019

*Thank you for serving as faculty 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!*

### **Expectations**

1. Faculty members must be active, immersed Christians in their local congregations. All faculty are responsible to the dean.
2. Faculty members must have read and agreed to comply with Oil Belt Christian Service Camp's statement of beliefs and the child abuse protection policy.
3. All volunteers must fill out a ministry application to be approved as camp faculty by the dean and camp management. This can be found online at [oilbelt.com](http://oilbelt.com)

### **General Camp Faculty & Volunteer Guidelines**

1. At least 2 adults must be present in all dorm areas any time that campers are in the dorm.
2. All faculty members are expected to participate alongside the campers in all scheduled activities. Whether or not you are directly involved or responsible for the activity.
3. Camp is for the camper. To accomplish this, spend as much time with the campers.
4. No faculty or campers are permitted to leave the campgrounds without the permission of the Dean and following the "check-out" procedures.
5. No faculty or campers in the kitchen. Any food or drinks in the kitchen area are not for faculty, unless directly invited or discussed with the kitchen staff. The faculty lounge does contain basic kitchen equipment for faculty.
6. The use of drugs, alcohol, tobacco or illegal medications is strictly prohibited at any time. Any medication prescribed by a physician must be turned into the camp nurse.
7. Please keep the faculty lounge area clean and presentable at all times. It is not a childcare area, please use the playground by the dean's cabin for faculty children area.
8. Athletic equipment is organized in the rec storage closet in the canteen. Please place all equipment back after use.
9. No faculty members are to have campers in their own vehicles without permission from the camp management. Faculty members are also asked to park in the dorm parking lots and not in the cafeteria or activity building parking lots.
10. All faculty and campers are expected to abide by the camp dress code. See summer camp rules for specifics.
11. Please have all lessons and responsibilities prepared well in advance.
12. Don't miss opportunities to interact with student's during meal times, free times and worship/teaching times. Please make an effort to not sit by yourself or with other faculty. Use these moments to build relationships with campers.
13. Camp Nurses: please arrive an hour before registration starts to be ready to talk with parents and campers with medical concerns, medications and specific needs.
14. During pool time, all faculty need to be in the pool area the entire swimming period for added supervision.
15. If you have families and friends who are not staying on campus or come to visit, please get permission from the dean before they arrive. Some weeks have special programming that visitors are not recommended to be in attendance for. Also, for visitors during meal times, there is a suggested food donation of \$5 and we ask all visitors to be at the end of the food line to ensure campers are all served first.

## **Preparation and Serving at Camp**

### **Before Camp:**

- Your dean will furnish you with teaching guidelines and other forms of written information for which they will want you to be responsible.
- Prepare yourself physically and mentally for the task ahead.
- Plan to bring with you tools that you can use in being an effective counselor. Some tools would include: extra pencils and paper, a Bible concordance, a skit book, devotional material, some small group rainy day activities, encouragement cards or other ways to motivate your campers, etc. (remember, no candy or snacks in the dorms.)

### **First day of camp:**

- Make friends as quickly as possible with your small group/team/family. Many will be unsure of themselves and you must get them involved as soon as possible.
- Try to get to know each camper personally. Learn not only their names, but where they are from and try and determine their friend structure within the camp.
- You might want to keep notes (confidential, of course) as you try and determine the family and spiritual background of each camper. You will need this information as the camper makes decisions during the week.
- Verify with the Dean what procedure he wants you to follow in counseling and decisions, etc.

### **During the week:**

- Listen to the campers. It is important that the campers of all ages have input into the week. Listen to suggestions and allow them to take as much initiative as is practical.
- Guide them through the week. You know the schedule and you can help the campers be ready for the events as they happen.
- Be enthusiastic and encouraging. Your role is NOT that of a Drill Sergeant, but more of a coach and friend. You need to bring the best out in each camper.
- Always be alert for the “teachable moment”.
- Remember that most of what is learned in camp is “caught” rather than “taught”.
- As a counselor you will have great influence on the life of the camper.
- Support the dean. Do not substitute your schedule or philosophy for his. The group you lead is to be a part of the whole.
- DO NOT attempt to contact a parent concerning a baptism without permission from the dean.
- There will be two adults in each dorm nightly after the campers are in bed. The dean will arrange a rotating schedule for this. Keep the schedule.
- The dorms will need daily clean up. Your attitude in this will go a long way toward keeping the peace. Keep clothing picked up, bathrooms clean, and the floor swept.

### **After camp:**

- Consider writing to each camper in your group or perhaps sending them an email. Some leaders even take pictures and send snapshots to their campers.
- Report any serious problems to the dean or camp manager so additional follow up can take place.
- You are responsible for supervision of dorm clean up after the week of camp.

## **FACULTY GUIDELINES FOR PERSONAL PRIVACY**

- Be modest in clothing and behavior, especially if you are staying in the dorms with the campers.
- 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 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.
- At all times, use good judgment and common sense.

## **GUIDELINES FOR DISCIPLINE**

- 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 faculty 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 to the Programming Director.
- Above all else, use discretion and good judgment, and discipline in love.

## **PROTECTING 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 faculty. 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.

## 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 and 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.

## Emergency procedures—

Please keep your list of campers and faculty 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 faculty 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 faculty 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. Faculty will be in charge of the campers. Do not separate until an “all clear” is given.
- 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/faculty to check buildings and grounds. Notify the dean and programming 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. Stay away from windows, shut off lights, barricade doors/entrances. Contact #911.  
In case of intruder or unknown individuals around campus, please have faculty 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 programming 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 faculty has counseled the camper. Decisions at camp should be handled in this manner:

1. Encourage faculty interaction and counseling before the invitation time.  
"If you want to \_\_\_\_\_ then talk with a faculty member."
2. If a camper comes forward at invitation time without your prior knowledge, pray for them and send them to talk with a faculty member.
3. Discover the situation about the decision and camper's background by a faculty 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.

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 dorm mom/dad when leaving the grounds and upon returning.
3. The use of tobacco, alcohol, or any controlled drug is forbidden on the camp! NO EXCEPTIONS!! Visitors must adhere to this as well. All medications are to be given to the Camp Nurse.
4. Campers are not to be in the dorm during planned activities unless given special permission and then only with direct supervision.
5. No pets, iPods, MP3 players, cell phones, magazines, video games, guns, etc. are allowed during the week of camp. We are here to get away from the influence of the world and to set our minds and hearts on God and His Word!
6. Phone calls are only to be made after expressed permission from the Camp Dean.

7. Sickness or injury must be reported to the camps nurse.
8. Snacks/food of any kind are not to be taken into the dorms or they will be confiscated by dorm parents.
9. Campers or faculty are not to ride on camp equipment (like mowers, golf cart etc.) without special permission from management.
10. 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.
11. 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.
12. No one is allowed in the dorms of the opposite gender with the exception of the dorm lobbies and then only supervised by faculty.
13. 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.
14. Management reserves the right to dismiss any camper or faculty for undesirable conduct.
15. 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:**

All camp participants (faculty, campers, staff) must dress modestly and decently. Clothes that are too short or revealing will not be allowed. Apparel that advertises alcohol, drugs, uses profanity, promotes non-christian messages, or is in any way sexually suggestive is forbidden and the individual will be required to change. T-shirts must be worn at all times. The dean is the final authority in the matters of dress.

Swimsuits are not to be low cut or reveal midriff. Bikinis must be covered with a t-shirt. No sheer suits are to be worn. Swimsuits are not to be worn during non-swimming activities. The only exceptions are during specified activities directed by the faculty such as water slides, sand volleyball, etc. Camper are to clean-up (clothes and showers) after swim time for the evening meal and programming.