

French Broad Baptist Association, Inc. Bible Camp By-Laws

Handbook of Policies and Guidelines 2024

Last Revised 3/7/23

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SCOPE

The desire of the leadership of the French Broad Missionary Baptist Association, Inc., Bible Camp is to be led by the Holy Spirit in all planning and activities related to Bible Camp. The authority of the Holy Bible (KJV) will be the primary source of leadership in this endeavor. The purpose of this manual is not to take the place of the Holy Scriptures but to complement them in providing guidelines for camp workers and campers to follow.

THE PURPOSES OF BIBLE CAMP

1. Lead the unsaved to accept Jesus Christ as Savior and Lord.
2. Teach young people about Jesus Christ.
3. Encourage each Christian toward a closer daily walk with Christ.
4. To provide recreational activities and opportunities to interact with other young people in a Christian environment.

Note: All Counselors and Staff must be Christians who participate in church regularly and are members in good standing in a Baptist church. The church pastor must sign the Staff Registration Form which verifies that they are being recommended to work in the French Broad Baptist Association Bible Camp.

DRESS CODE

In fitting with the intent of Bible Camp Counselors, Staff, and Campers shall exhibit modesty in their dress. The following guidelines are to be followed by all Counselors, Staff, and Campers:

- *Skirts and dresses shall be no more than 1" above the knee.*
- *Shorts are to be 1" below fingertips.*
- *No strapless, halter tops, or spaghetti straps for tops on females.*
- *No muscle shirts or altered T-shirts for males.*
- *Swim Time Dress Code*
 - Females: Non-white tee shirts and shorts shall be worn over swimsuits.
 - Males: Non-white tee shirts shall be worn with shorts or long swim trunks.

VISITORS

Anyone who visits and decides to stay overnight must complete the appropriate registration form and pay for the nights lodging. Visitors who participate in meals are expected to pay a nominal fee.

BRIEF DESCRIPTION OF STAFF DUTIES

Bible Camp Committee

1. Under God's leadership: plan, conduct, and evaluate the business of Bible Camp.
2. Ensure that Bible Camp is operated in accordance with this manual.
3. Make changes to this manual as necessary to ensure Bible Camp is conducted in accordance with the Scriptures.
4. Select the Camp Director, Assistant Director, Pastor, Missionary, Bible Study Leaders, Nurse, Recreation Director, Lifeguard, Counselors, and other Camp Leaders/Staff.

Associational Missionary/Director

1. Serve as spiritual leader and advisor for the Bible Camp Committee.
2. Attend Bible Camp Committee Meetings and Bible Camp Meetings.
3. Serve as liaison between Bible Camp Committee and churches in the French Broad Baptist Association.
4. Work to secure funding to support Bible Camp.
5. Accept applications and fees for Bible Camp.
6. Be present during the week Bible Camp and support the scope and purposes of Bible Camp throughout the week.
7. Provide full support in all situations regarding legal concerns or possible litigation.

Bible Camp Committee Chairperson

1. Organize and lead the Bible Camp Committee meetings.
2. Lead the Bible Camp Committee in planning, coordinating, and evaluating the business of Bible Camp.
3. Ensure that meetings are conducted in keeping the Robert's Rule of Order.
4. Verify that progress is made with the various assignments

Bible Camp Director

1. Ensure Bible Camp operates in accordance with this handbook; deviations may be made without concurrence of the Camp Committee in cases of emergency when insufficient time exists to poll the Committee members.
2. Ensure the safety of all campers in route to, from, and at the Camp.
3. Maintain discipline at Camp and at the Baptist Center on the day of departure.
(Counselors or designees are responsible for checking Campers out to parents on the day of return to Broyhill Chapel.)
4. Keep associates advised of whereabouts at all times in case there are emergencies and he/she is needed quickly.

Bible Camp Assistant Director

1. Work well with the Camp Director.
2. Assigned wherever the Camp Director can find him/her most useful.
3. Help train Counselors as needed.
4. Maintain his/her presence with Campers and Counselors to address any problems or potential problems that may arise
5. Acts as liaison between Campers, Counselors, Staff, and the Camp Director.
6. Keep Camp Director advised of any problems.

Camp Pastor

1. Must be a member of the French Broad Baptist Association.
2. Lead Worship Service and extend invitation.
3. Oversee, monitor, and assist Counselors with Campers making decisions.
4. Be present at Bible Camp during the entire week; this helps him to establish a bond with the Campers and Counselors.
5. Participate in any activities with the Campers that he would like.
6. Be “on call” 24 hours a day for the spiritual needs of all participants at Bible Camp.
7. Assist Counselors with devotions (when possible).

Missionary

1. Share work/experiences on the mission field through lecture and such means as slide presentations and displays of artifacts.
2. Promote missions and enlighten Campers of the need for mission work around the world. He or she will have one session for the entire Camper group each day from 1:30 – 2:00 in the Tabernacle. Lessons need to be age appropriate and interesting.

Bible Study Teachers

There are four Bible Study Teachers – one for the 9/10 & 11/12 girls cabins, one for the 13/14 & 15/16 girls cabins, one for the 9/10 & 11/12 boys cabins, and one for the 13/14 & 15/16 boys cabins. They will lead Bible Study sessions each day from 10:30 – 11:30 and 11:30 – 12:30. The locations will be determined at Bible Camp.

Singspiration Leaders

Leads the Camp in music and sets the tone for the Worship Service.

Lifeguard

The Lifeguard must be a certified lifeguard and is responsible for safety at the swimming pool.

Camp Nurse

1. Obtains all medical supplies necessary for Bible Camp.
2. Supervise all medical concerns, make referrals to a doctor if necessary, and keep Associational Missionary/Director, Camp Director and/or Camp Assistant Director informed of concerns.
3. Dispense ALL medications and keeps a record of all campers that are seen, what treatment is prescribed, and what medicine is provided, with date and time.

Recreation Director

Organize activities, acquire the necessary supplies, plan and coordinate all recreational activities, and recruitment of additional help.

Counselors

Counselors supervise the Campers at all times and stay with the Campers in the cabins. The Bible Camp Committee carefully selects the counselors who work at camp. They must be members in good standing with local churches and are recommended by their pastors. Due diligence is paid by having background checks performed for all counselors. Counselors should be prepared to lead devotional studies with their cabin group and be prepared to share the plan of salvation with Campers. Counselors must attend a training session prior to Bible Camp and must adhere to policies in the Bible Camp By-Laws. (Please see Counselor Guidelines). There shall be a maximum of 1:7 ratio, of counselors to campers.

Staff

The Bible Camp Committee carefully selects the staff who work at camp. They must be members in good standing with local churches and are recommended by their pastors. Due diligence is paid by having background checks performed for all staff. Staff members must attend a training session prior to Bible Camp. Staff will work in their assigned and approved position and must adhere to policies in the Bible Camp By-Laws.

DRESS CODE

- *Skirts and dresses shall be no more than 1" above the knee.*
- *Shorts are to be 1" below fingertips.*
- *No strapless, halter tops, or spaghetti straps for tops on females.*
- *No muscle shirts or altered T-shirts for males.*
- *Swim Time Dress Code*
 - Females: Non-white tee shirts and shorts shall be worn over swimsuits.
 - Males: Non-white tee shirts shall be worn with shorts or long swim trunks.

GUIDELINES FOR CAMPERS

1. Campers must ride buses or vans provided by the French Broad Baptist Association to and from Bible Camp unless written permission by parent or guardian is given to the Associational Missionary/Director, Camp Director, or Assistant Camp Director.
2. Campers should label and keep up with towels and clothes.
3. Telephone use is restricted and should be approved by the Counselor, Camp Director, or Assistant Camp Director. Campers are not allowed to have cell phones.
4. Campers must adhere to the Dress Code in the Bible Camp By-Laws.

DRESS CODE

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- *No muscle shirts or altered T-shirts for males.*
- *Swim Time Dress Code*
 - Females: Non-white tee shirts and shorts shall be worn over swimsuits.
 - Males: Non-white tee shirts shall be worn with shorts or long swim trunks.

5. Girls: Non-white tee shirts and shorts should be worn over swimwear.
Boys: Non-white tee shirts shall be worn with shorts or long swim trunks.
Counselors shall have Campers change if they are not dressed conservatively.
6. No Camper is allowed back in the cabins without the escort of a Counselor.
7. Popping towels is prohibited.
8. All Campers are to clean their own cabins.
9. We respectfully ask that all campers refrain from any and all public displays of affection which includes the following – hugging, kissing, holding hands, and or any other physical contact with another camper with an affectionate intent.
 - PLEASE BRING a Bible, notepad, pen, suitable clothing for recreation (sneakers, shorts, swimwear, and a non-white T-shirt for swimming), casual clothes for Worship Service, a light raincoat or poncho, pillow, sheets or sleeping bag, blanket, flashlight, toilet articles such as towels, washcloths, soap, shampoo, toothbrush, toothpaste, etc.
 - PLEASE MARK all towels, underwear, shirts, pants, etc.
 - DO NOT BRING electronic devices (radio, MP3 players, TV, etc.), food, offensive clothing such as non-Christian advertising or clothing not suitable for a Christian Camp. All such items will be confiscated and returned to the Camper on Friday. In addition, pocket knives or any type of weapons are not allowed.
 - CELL PHONES, iPads, and other similar digital devices are not allowed. If campers need to make a phone call, they are to go through their counselors or another member of the staff. In case of an emergency, a staff member will contact the parents/guardians.

GUIDELINES FOR COUNSELORS

1. All Counselors must (1) be Christians who (2) participate in church regularly, (3) be in good standing at their church, and (4) get their pastor's recommendation that they would make a good counselor (indicated by the pastor's signature on the Staff Registration Form).
2. Counselors must adhere to policies in the Bible Camp By-Laws.
3. Counselors will be selected ahead of time in order to be trained.
4. All counselors must attend a training session before Bible Camp. Two sessions are usually offered before camp at the May and June meetings which take place the last Thursday of the month at 7:00 at the Baptist Center.
5. Counselors need to arrive at the Broyhill Chapel by 2:00 on the Sunday we leave for Camp to assist with checking in Campers and loading the luggage truck.
6. Experienced Counselors (who are at least 18 years old) should be in charge of a cabin with an assistant who may not be as experienced. The Bible Camp would like to have as many Counselors as possible in each cabin and will assign them as Counselors are available.
7. Junior Counselors, who are at least 16 years old, may be used to supervise Campers during the Counselors Meeting which is held each day from 2:00 – 2:30. Junior Counselors may also be asked to assist during Recreation Time.
8. Counselors must be able to maintain control, being firm but loving.
9. Counselors must be aware of discipline policies and discipline his/her own Campers as well as any other Camper who is misbehaving and whose Counselor is not present, and inform that Camper's Counselor(s).
10. Counselors must keep the Director and/or Assistant Director informed of any problems or needs.
11. Counselors must be ready to witness when needed and to go forward during services with those who make decisions.
- 12. At least one of the Counselors assigned to each cabin must stay with their Campers at all times except for the Counselors Meeting when a responsible Junior Counselor is in charge.**
13. Be alert to Campers assigned to other cabins that need assistance.
14. Counselors must model respect for speakers, demonstrate proper behavior during sessions, and instruct Campers to listen attentively.
15. Counselors should report any accidents or illness to the Nurse and Camp Director or Assistant Director immediately.
16. Counselors are NOT to give ANY medications; the Camp Nurse is the only person to give any medications to Campers because she or he has all of the medical information.

17. Counselors should complete and collect commitment forms and turn in to the Camp Director or Assistant Camp Director as soon as possible after each service. All forms are due prior to departure from Bible Camp.
- 18. Counselors are to participate in all organized activities and encourage Campers to participate.**
19. On Sunday, we should arrive at Bible Camp between 4:00 – 4:30. We will gather Campers and Counselors together in the Tabernacle for cabin assignments. Groups may then go to cabins for set-up and orientation until supper. Counselors should remain with Campers during this time.
20. All first year Counselors are to be in a cabin with an experienced Counselor as the Head Counselor.
21. Campers are not allowed to have cell phones. If the Counselor feels there is a reason for a Camper to call home, then the counselor or a staff member must use their phone to communicate with parents/guardians.
22. If you are a girls Counselor, it is a good idea to take extra non-white T-shirts as cover-ups for bathing suits. It is the Counselor's responsibility to have anyone change that is not dressed conservatively and according to the Dress Code.
23. Popping towels is not allowed and should be stopped immediately by anyone who sees this happening.
24. In case of storms, keep everyone in the cabin until you hear from the Camp Director or Assistant Camp Director.
25. Campers should not go to the restroom during the Worship Service, Morning Watch, Bible Study, or Missionary Time unless it is an emergency. Please allow Campers to go to the restroom before these times begin.
26. No camper is allowed to be up before 6:30 a.m. Campers should only shower during the scheduled times.
27. The chain of command is Counselor, Assistant Camp Director, Camp Director. The Camp Director is to be the last resort regarding discipline problems. We reserve the right to send home any Camper that continually creates discipline problems.
28. Experienced counselors can give you good tips for discipline, such as helping clean up the kitchen, taking away swimming privileges, etc. No Counselor or Staff member is permitted to exercise corporal punishment.
29. Campers' personal belongings, including bedding and clothes, are their private belongings. They are not to be used for any sort of practical jokes or disciplinary measures.
30. Because Campers are not allowed to go back to the cabins between services and activities, please ensure Campers have everything they are going to need when they leave the cabin. They return to the cabin with their Counselor throughout the day and need to take any items they will need for the next activities.

31. Junior Counselors will be assigned a certain cabin for the week for the purpose of watching younger campers for Counselors to attend the daily Counselors Meeting. The Counselors of the oldest boys and girls cabins will select Junior Counselors and assign them to a cabin. Only responsible Campers are to be used in this leadership position. They should keep the same assigned cabin all week and can only change upon the permission of their Counselor.
32. After Bible Study each day, a Counselors Meeting will be held for the purposes of mutual support, respectful airing of problems, and a short break away from the Campers. This is usually the only time during the day you can have all the Counselors, Assistant Camp Director, and Camp Director together, so this is when you can address questions, concerns, and/or problems. This is typically held at the swimming pool (weather permitting). Junior Counselors will supervise Campers during this time. Please make sure Junior Counselors go to their cabin assignment immediately after Bible Study so that Counselors can arrive for the meeting as soon as possible. Please instruct your cabin group that they should be respectful to the Junior Counselor.
33. Ensure all Campers are involved in cleaning the cabins. The Counselor and only a few Campers should not clean the cabin alone. This is the entire group's responsibility.
34. Counselors should require their cabin to sit with them during services and in the cafeteria. If a Camper is disruptive, the Counselor may need to have that Camper sit directly beside them during these times.
35. Ensure the Campers are eating properly. Make sure the Cafeteria Manager is made aware of any dietary needs and food allergies of the Campers. If a Camper is not eating well, please let the Camp Director and Cafeteria Manager know so that sandwiches or something can be prepared which they may eat. Most importantly, make sure that Campers are DRINKING, as it is very hot and dehydration can be a factor in July.
36. Make sure your Campers do not stay up after "lights out" unless there is a spiritual discussion being led or a medical need. If at any time during a spiritual discussion you feel the Campers are not sincere but only prolonging the evening, suggest that you have "lights out" and let them know you can finish the discussion tomorrow. Lights must be turned off, but flashlights aimed at the floor are acceptable for a short period. It is important the Campers get enough rest.
37. Counselor's duties do not end until the last Camper has been picked up from the Broyhill Chapel on Friday afternoon and all supplies are unloaded. At least one Counselor or a Designee must be present to check out each cabin group.
38. We respectfully ask that all counselors refrain from any and all public displays of affection which includes the following – hugging, kissing, holding hands, and or any other physical contact with another person with an affectionate intent.

GUIDELINES FOR STAFF

1. It is required that all staff members must (1) be Christians who (2) participate in church regularly, (3) be in good standing at their church, and (4) get their pastor's recommendation that they would make a good Bible Camp worker (indicated by the pastor's signature on the Staff Registration Form).
2. All staff members must attend a training session before Bible Camp. Two sessions are usually offered before camp at the May and June meetings which take place the last Tuesday of the month at 7:00 at the Baptist Center.
3. Staff should keep the Director and/or Assistant Director informed of any problems or needs.
4. Staff must adhere to policies in the Bible Camp By-Laws.
5. If a youth under the age of 18 is registered as a visitor and is not with a cabin group, they will need to stay with their family. Youth registered as a visitor should attend the Worship Services, Bible Study, and Missionary Time. Youth who are enrolled in a cabin group should stay with their cabin group during the day.
6. There shall be a maximum of 1:7 ratio, of counselors to campers.
7. We respectfully ask that all staff members refrain from any and all public displays of affection which includes the following – hugging, kissing, holding hands, and or any other physical contact with another person with an affectionate intent.

EXPLANATION OF SCHEDULE

7:00 – 8:00	Rise and Shine/Cabin Cleaning A horn will blow to signal that everyone has one hour in which to get up, dress, clean cabins and arrive at the Tabernacle for Morning Watch.
8:00 – 8:30	Morning Watch Devotions, announcements, stretching exercises take place in the Tabernacle.
8:30 – 9:30	Breakfast
9:30 – 10:15	Recreation/Color Teams This is a joint recreation session for all groups in the field area at the Lodge.
10:15 – 10:30	Restroom Break
10:30 – 11:30	Bible Study/Recreation (Zipline or Soccer) The younger groups will go the Zipline or Soccer areas. The older groups will go to Bible Study.
11:30 – 12:30	Bible Study/Recreation (Zipline or Soccer) The younger groups will go the Bible Study. The older groups will go to the Zipline or Soccer areas.
12:30 – 1:30	Lunch
1:30 – 2:00	Missionary Study in the Tabernacle – all cabins.
2:00 – 2:15	Transition from Tabernacle to Cabins
2:15 – 2:45	Counselors Meeting at Pool Campers at cabins preparing for Recreation Time. (Junior Counselors supervise)
2:45 – 3:45	Recreation Time/Swimming The younger groups will go to recreation near the Lodge area. The older groups will go to the swimming pool area.
3:45 – 4:45	Recreation Time/Swimming The younger groups will go to the swimming pool area. The older groups will go to recreation near the Lodge area.
4:45 – 5:45	Showers and Cabin Clean-Up This is a time for Campers to shower and clean up the cabins.
5:45 – 6:45	Supper
6:45 – 7:00	Restrooms
7:00 – 7:30	Sing-spiration Everyone gathers for 30 minutes of singing worship in the Tabernacle. We have Sing-spiration Leaders who organize this activity.
7:30 – 8:15	Worship Service The Camp Pastor brings a message each night with an altar call. Counselors need to be alert to support their Campers.

- 8:15 – 9:00 Snack Time
There will be two lines at the Lodge where snacks are distributed each evening - one line for older cabin groups and one line for younger cabin groups. One drink and one candy are allowed.
- 9:00 – 10:00 Devotions
At this time, Counselors gather their Campers back to their cabin. Devotions are typically planned and led by the Counselor(s). Time should also be allowed for Campers to prepare for bed.
- 10:00 Lights Out
All Campers should be in bed with lights out at this time. **At least one Counselor should always be with the Campers.**

REGISTRATION

All participants (Campers and Staff) must be registered prior to departure. Parents or guardians must sign the registration and release forms. Campers without the proper signatures will not be allowed to go to Bible Camp. Registration forms are available on the French Broad Baptist Association website or at the FBBA Baptist Center at 143 Roy Forester Road in Mars Hill. Hours of operation are Monday-Thursday from 8am–4pm. All fees must be paid by the registration deadline which is stated on the registration form for that year.

ADDRESS for “THE OAKS RETREAT”

The Oaks Retreat 90 Stanley Lane Greeneville, TN 37743

Directions from Marshall:

Highway 208 to Tennessee state line and continue toward Greeneville for about 15 minutes

Turn Right onto Highway 351 North and continue for 2.8 miles

Turn right onto Sunnydale Road and continue for 4.1 miles

Turn right onto Greene Mtn Road (just past rock church) and continue for .8 miles

Turn left onto Camp Joshua Road at The Oaks Retreat

Notes:

- Visitors are welcome any time. Please let us know if you plan to dine with us.
- Everyone who goes to Bible Camp pays a fee - including all Counselors, Staff and Campers. Some churches pay for their church members to attend. Please check with your pastor or one of the deacons to see if your church is one which assists with the fee.
- If you have any questions concerning Bible Camp, please call the French Broad Baptist Association (828)689-2845.
- **Please pray for Bible Camp each year and make plans to join us!**