

SOMO KIDS

**SOUTHERN MISSOURI
KIDS CAMP**

**DORM LEADER
HANDBOOK**

Dorm Leader,

Thank you for volunteering to help change the world by being a Dorm Leader at Kids Camp! For those of you who have been to Kids Camp before, welcome back! For those of you who will be joining us for the first time, we can't wait to get to know you!

Camp Dorm Leaders are the most important and influential people at camp. More than the director, more than the speaker, more than the big guy jumping off the Blob tower, a Dorm Leader's impact potential is HUGE! We know you want to be at your best to make the greatest impact, so we have put this handbook together to help.

In this handbook you will find valuable information that will help you lead your kids like a pro! Please look over it carefully before camp and bring it with you to camp to serve as a reference guide. I can't wait to see all that God has in store this year for our kids. Thank you for your commitment to serving our kids with joy, love, compassion, and excellence! See you at camp!

Chip Dudden

Camp Director

“Work willingly at whatever you do, as though you were working for the Lord rather than for people. Remember that the Lord will give you an inheritance as your reward, and that the Master you are serving is Christ.” Colossians 3:23

RULES & REGULATIONS:

Here are the key rules that are mandatory for every camper and leader to follow. Please know them well, follow them yourself and help us uphold them with the children in your care.

- Each camper and worker must abide by the dress code.
 - Clothing must be modest and appropriate having appropriate length and coverage.
 - Modest swimwear is required.
 - One-piece suits are preferred however, 2 piece suits that covers the stomach are acceptable.
 - Shorts and skirts should be as long as or longer than your middle finger with hands held down at your side.
 - Shirts and/or dresses should have a wider strap over the shoulder.
 - Undergarments are not allowed to be visible at any time.
 - Clothing should not contain any objectionable, vulgar, or suggestive slogans or artwork.
 - Shorts are allowed for all activities, including the main service.
- The daily schedule must be observed by all campers & staff. Attendance at all camp activities is required of all campers unless granted permission by the camp director.
- No campers or staff are allowed to leave the campgrounds without permission from the camp director or assistant director.
- The possession or use of tobacco, drugs, or alcohol is forbidden and will result in dismissal.
- Campers are not allowed to have any electronic equipment of any kind, such as mp3 players, cell phones, video games, etc. Staff may use these devices as long as they do not interfere with their ministry to the campers.
- Fireworks, knives, firearms, or weapons of any kind will not be allowed on the campground. This includes toys that resemble weapons such as toy guns, knives, and personal water guns.
- We reserve the right to inspect contents of all personal belongings. The holding and /or disposal of improper contents is the right of the camp staff.
- No camper/staff will be allowed in ANY other dorm room besides the one they are assigned.
- Residential areas are off limits.
- Swimming in the lake is strictly prohibited outside of the designated swim areas and time.
- There is to be no food or drink in the chapel.
- All medications, prescriptions and over the counter drugs must be brought in the original bottle to the camp nurse upon arrival.
- You are urged and expected to observe habits of personal cleanliness, courtesy, and Christian conduct. Profanity is not allowed.
- Inappropriate or controversial tattoos must be covered at camp.
- All camp staff must attend all meetings and services.

Pool & Waterfront Rules:

The Lifeguard and staff are in charge of the pool/waterfront areas. The Head Life-Guard's rules should be followed without question by all campers & staff. Dorm Leaders and Assistant Dorm Leaders should be available to assist the life-guard staff in any way to ensure the safety of the campers. Campers must be escorted to and from the pool and dock by a Dorm Leader or assistant DL. One continuous blast from the life-guard's whistle means everyone is to clear the pool. Diving is only permitted off the diving board. There is to be no running, chicken fighting, or wrestling in the waterfront/pool area.

All campers and non-life-guard personnel must wear a life jacket when using the Blob, water slide, or other lake water activities. Campers are not to be mismatched in size with adults or other kids in the Blobbing process. Dorm Leaders should be available to assist life-guard personnel in putting size/weight specific life jackets on the campers, keeping them in line on the docks, etc.

Dorm Leader Guide

Ministry Description:

The Dorm Leader oversees and is responsible for a small group of children—providing spiritual, physical, and emotional care. He/she has direct and constant contact with the group daily. His/her responsibilities are continuous and ongoing.

What to do on Day 1:

- Arrive at camp early and secure a room assignment at the registration table.
- Go to the designated orientation area for vital information & to help with arriving campers.
- Make sure each camper assigned is properly registered and assigned a bed.
- Write down each camper's name
- Be sure each child's medication has been checked in with the Camp Nurse. Never personally give medication to any camper.
- Be friendly and genuinely interested in each camper. Learn the names and personalities of your campers. Introduce the campers in your room to each other.
- Be alert to special needs of your campers, such as, learning difficulties, abuse, homesickness, shyness, low self-esteem, and recent tragedies. (Special needs will be noted from parents and will be provided in your staff meeting)

General DO's:

- DO: Be fair to all. Be careful not to show favoritism.
- DO: Keep your lanyard on for security and schedule reference.
- DO: Have your group on time for scheduled events.
- DO: Sit with your campers during mealtimes and at service time. Help keep order.
- DO: Help campers keep your areas clean.
- DO: Conduct group Talk-Time to increase spiritual awareness. (see talking time ideas later in this guide).
- DO: Know where each of your campers are at all times.
- DO: Work in full cooperation with the Head Dorm Leaders.
- DO: Ask for help before a situation gets out of hand.
- DO: Discourage campers & workers from finding boyfriends and girlfriends.
- DO: Take your group to the Chapel when the Whooper sounds.
 - o The Whooper is a siren-like sound that "Whoops!" You can't miss it.
- DO: Try to arrive early to service so your group can get a good seat.
- DO: Work out plans with your group to find each other after services, meals, and other various times.
- DO: Make sure first time campers are not left alone, especially during the evening free time.
- DO: Make sure your group is together and seated when the service starts.
- DO: Sit with your group during service and assist the speaker by keeping order.
- DO: Make sure all restroom and water fountain trips happen BEFORE service begins.
- DO: Pray with your campers and encourage them during altar times.
- DO: Look for opportunities to help every camper grow in their spiritual development.
- DO: Encourage your campers to pray with one another.
- DO: Use wisdom in praying with your group. If you need help praying, reach out to the Head Dorm Leaders to assist you.
- DO: Respect "Lights Out" times and have everyone in bed. The Head Dorm Leaders will be around to check and assist when necessary.

General DO NOT's:

- DO NOT: Send a camper out of the dorm alone; instead, arrange for an escort.
- DO NOT: EVER find yourself alone with a camper/minor.
- DO NOT: Share your complaints, disagreements, or problems with other staff or in front of campers. All grievances should be brought to the Head Dorm Leaders as they are the ones that can (and want to) help you overcome the situation.
- DO NOT: Look at camp as a place to find romance.
- DO NOT: Allow pillow, shaving cream, towel, or water fights in your dorm. Keep an eye on your group and do not permit/encourage rough and tumble activities.
- DO NOT: Leave during service except in an emergency.
- DO NOT: Rush campers out of the altars. If you have campers still praying after dismissal, leave your assistant to stay with them and take the rest of the group out.

Emergency Procedures

How you handle an emergency situation will have a significant impact on how your campers respond. The most important rule in every emergency is to remain calm.

Please follow the guidelines below:

Lightning

1. Go indoors
2. Campers should not be outside when you see lightning.
3. Stay away from water areas, windows, plumbing, etc.
4. If you cannot get inside, crouch in low open areas away from trees, buildings, and metal.

Tornado

1. Go to lowest level—basement
2. Crouch by a strong inside wall, corridor, or under a heavy object (desk, bed, etc.)
3. Wait for “all clear” signal from authority.

Fire in building

1. Meet at the Flagpole/Common Area
2. Stay away from door (do not open) if door feels hot.
3. Stay near floor if in smoke, (smoke rises-air is fresher near floor).
4. Know a fire escape route ahead of time.

Medical

1. Immediately contact the nurse at the Nurses Station.
2. Make the injured person as comfortable as possible without moving them.
3. **Do not administer any medication or treatment without the Camp Nurse.**

Mail:

Outgoing Mail: If you need to send out mail off the campground, it can be dropped off at the camp office next to the nurse’s station. Mail is picked up each morning at 10:00am.

Incoming Mail: If friends and family would like to send mail for campers, they can use the address listed below. Mail coming to the camp should be mailed the week prior to the week being attended to ensure it arrives on time. Please do not send money or valuable items as the camp is not responsible for forwarding or replacing late arriving or lost mail.

Recipients Name & Church Name
c/o Cross Pointe Camp and Retreat Center
31434 N. Main St.
Rocky Mount, MO 65072

Ministering to Children

Be a Christ-like Example

- Ask yourself, "Will each child see Jesus Christ in my attitudes and actions?"
- Have a genuine desire to see each child saved, filled with the Holy Spirit, and totally committed to Christ before leaving camp.
- Learn their names and call them by name. Don't forget to smile.
- Encourage the camper to talk about him/herself, his/her interest, his/her friends, etc.
- Be aware of their personal needs such as salvation, home, and health problems.
- Find something the camper does well and praise him; let them know they are important.
- Discuss what they are learning each day at camp; ask questions.

Be a Good Listener

- Always be approachable and available.
- Be shock-proof and non-judgmental.
- Show the child his/her error without condemning or rejecting him.
- Use God's Word to show His way and allow the Holy Spirit to do the convicting.
- Keep the child's confidence unless it becomes known to you that the child has been physically or sexually abused. If such a case arises notify a Head Dorm Leader immediately.

Seek the Cause of the Problem

- Find out why a camper acts the way he does. Rather than formulating an opinion and automatically disciplining, seek the cause of the problem.

Recreational activities

- Recreation is a big part of the development of a child. Many children have had negative experiences with sports and physical activity. At Camp, we want the campers to have positive experiences, and we encourage participation by everyone. Variations of traditional games will be played to appeal and involve more kids in fun events.

Rotation Schedule

Each day will have a rotation schedule for your group. The schedule is fairly self explanatory, however there are a few elements that are worth explaining.

First, "Hang Time!" is located in the Chapel. This will be a time led by the Hang Time team and will include a variety of fun and engaging activities that the campers will enjoy each day. This is also a time for Dorm Leaders and Assistant Dorm Leaders to take a break from their campers. Please drop off and pick up your campers on time.

Second, "CYOA" stands for "Choose Your Own Adventure". This is a way for your group to make the most of your camp experience. You get to decide as a group what to do with this time. You can do whatever you'd like, however you MUST stay together as a group. Some options include Open Gym, Sportsplex, Pop Stand, Talk Time (each year there may be additional and unique offerings for this time so always check for special features.)

Discipline

Knowing how to discipline children is one of the most important aspects of being a camp dorm leader. The way a child is treated at camp is critical to their camp experience.

Every child needs guidelines and boundaries and actually desires them. During the first day of camp, dorm leaders should meet with their campers as a group to establish the guidelines for the week. Camp rules will be reviewed on the first day of camp during camp orientation. Children should know what is expected of them and the consequences of disobedience.

Discipline should be training toward “self-discipline” and is something you do **for** a child and **not to** a child. Be sure to let them know their actions are inappropriate for the situation, but they are still valued as a person.

Discipline Techniques

- Effective discipline explains what was done wrong and offers alternative avenues of behavior.□
 - Be patient and understanding and do not embarrass or ridicule a child.□
 - Disciplinary action should follow as soon as possible after the offense.□
 - Try not to correct or criticize a camper in front of the group.□
 - Never threaten a child. Do not warn a child with physical punishment.□
 - No child is to be punished physically in any way or isolated.□
 - Let the discipline fit the offense.□
 - Never deprive a child of food or sleep, and never leave a camper alone.□
 - Be as firm as necessary, but do not yell at campers. Do not lose control of yourself.□
 - Make sure that you make an honest effort to find the underlying cause of an argument or fight. Talk to both parties and let each one present his side without interruption. In many cases, both are in the wrong.□
 - Keep fighters away from each other to allow the dispute to cool down.□
 - Be consistent with your discipline; if you say it, mean it.□
 - We enforce a “no racial slur” policy. If a child or adult is heard making a racial comment or threat, he or she should be taken directly to the Head Dorm Leaders.□
 - Treat every child the same.□
 - Verbally reward appropriate behavior.□
 - Pray with the children after disciplining them.□

When disciplining, remember to be firm, be fair, and be friendly. Every act of discipline is an opportunity for discipling.

Caring for the Homesick Child

Inevitably some campers will become homesick. All camp staff should know how to analyze and treat this problem. Factors causing homesickness are:

- Being at camp against their will
- Missing parents, relatives, friends, or pets
- Not having privacy in room and bathroom
- Difficulty making friends at camp
- Lacking the ability to participate in camp activities
- Having a visible, physical handicap
- Being bullied by other children
- Separation from usual toys and conveniences
- Feeling sick
- Not having as much spending money as other children

Often, children who are homesick will stay if the situation is dealt with carefully and wisely. Here are some suggestions:

- Comfort homesick campers. Let them know it is a common for people to feel this way.
- Stay close to the camper. Bedtime is usually the worst time for homesick children.
- Delay and stall; hopefully, the child will forget about being homesick.
- Keep the camper as busy as possible.
- Assign another child to be “best friends” with this child. Quite often one good friend will cause children to become more comfortable with camp.
- If the child continually wants to discuss being homesick, schedule appointments to talk to the child. Make the appointments for the next morning. Try to get him through the night. Schedule these appointments just after great fun events. Hopefully, the child will be having so much fun he will miss the appointment.
- Postpone calling parents. (Talking with a parent does not usually help homesickness.) Try not to call parents until the last full day so the parents can tell the child they will be seeing them tomorrow.
- If you feel a call is needed, contact the Head Dorm Leader. They can explain to parents the necessary information required for an early pickup.
- Talk to the parent before allowing the child to speak. Encourage the parent to talk the child into staying the night and then calling and checking on the child the next day. There is a good chance the child will feel better in the morning.

Remember, a child sent home early will likely never return to camp. We want to do all we can to encourage the child to stay and nurture them through the experience.

Leading a Child to Christ

Why Is It Important?

- There are several reasons for leading a child to Christ. Not the least is the simple fact that children are sinners and need to be forgiven.
- Second, children's receptivity to the gospel is very high. Statistics show that 90 percent of all conversions occur between the ages of 4 and 13. One reason for this high percentage is that children are very trusting and will accept what adults tell them.
- Third, children, if properly nurtured following their conversion, have more productive years to serve Christ than those who become Christians as adults.□

How Is Salvation Presented?

- Sharing how you came to accept Christ is a great way to start a conversation.□
- Frequently, a child will respond to a salvation appeal because others do. This may present a situation in which the child does not fully understand. Do not turn him away! Explain the plan of salvation, pray with the child, and leave the rest up to God.□
- It is not uncommon for a child to respond several times to salvation appeals. Understanding will come with maturity. Don't become frustrated or give up.□

How to lead a child to Christ:

- Do not beg or try to bribe children into deciding. Simply present the gospel and allow them to make their choice. Use words they readily understand, avoiding symbolism.□
- Be as clear as possible when presenting the plan of salvation.□
 - **Everyone has sinned and needs to be forgiven (Romans 3:23).**
 - **Sin separates us from God (1 John 3:8-10).**
 - **Sin carries a punishment, but salvation brings eternal life (Romans 6:23).**
 - **Despite our sin, God loves us (John 3:16).**
 - **If we ask, God will forgive us and make us a part of his family (1 John 1:9).**
- If the child understands these things, ask if he would like to pray and ask God to forgive him. If he does, you can lead him in prayer.
- Afterwards, ask him what happened when he prayed. Assure him of his salvation and his place in the family of God. Encourage the child to give thanks for his salvation. Take the time to do that with him.
- Should a child choose not to pray, do not treat him differently because of his decision. Continue to encourage him and allow the Holy Spirit to work within him.

What next?

- Encourage continued spiritual growth through reading the Bible, praying, and attending church with other Christians. Let them know it is OK to ask questions.
- Validate their experience as much as possible by being excited about their choice and talking through what it means.

Children and the Holy Spirit

Who is the Holy Spirit?

First, establish that the Holy Spirit is not an “It,” but He is a person—the third person of the Trinity. He is the Spirit of God and has a personality as well as a distinct ministry to God’s children. Teach the children that God’s Spirit knows the thoughts of God. “For who among men knows the thoughts of a man except the man’s spirit within him? In the same way no one knows the thoughts of God except the Spirit of God” (1 Corinthians 2:11, NIV). Just as each child is aware of what he thinks, only the Spirit knows God’s thoughts.

What does He do for me?

The Holy Spirit’s ministry is so varied and multi-dimensional that it would be practically impossible to relate everything He will do for children. Emphasize the following functions of the Holy Spirit to children.

The Holy Spirit convicts of sin.

He is the one who made you feel you needed to be forgiven when you were told about Jesus. “When he comes, he will convict the world of guilt in regard to sin” (John 16:8, NIV).

The Holy Spirit will teach you.

“But when he, the Spirit of truth, comes, he will guide you into all truth” (John 16:13, NIV). This does not mean you will not need a Pastor or Sunday school teacher, but that the Spirit will reveal or make real the things you are being taught.

The Holy Spirit will remind you of what you have learned.

As you are witnessing or if you need a special truth for someone else, the Holy Spirit will remind you of what you have learned, and it will be just the right thing to say. Often, when you are going through a problem, the Holy Spirit will remind you of what God’s Word says. “But the Counselor, the Holy Spirit, whom the Father will send in my name, will teach you all things and will remind you of everything I have said” (John 14:26, NIV).

The Holy Spirit will pray through you.

“In the same way, the Spirit helps us in our weaknesses. We do not know what we ought to pray, but the Spirit himself intercedes for us with groans that words cannot express. And he who searches our hearts knows the mind of the Spirit, because the Spirit intercedes for the saints in accordance with God’s will” (Romans 8:26,27, NIV). Many times, as you are praying, you will not be sure of how God would have you pray. It is at these times the Holy Spirit, who knows the deep thoughts of God, takes over and begins to pray exactly the way God wants. (Make sure the children know that the word *intercede* means to plead on behalf of another.)

The Holy Spirit will give power to witness.

“But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth” (Acts 1:8, NIV). The power that the Holy Spirit gives creates such a desire to share Jesus that you will want to be a witness for Him to your family, friends, and neighbors.

Is The Holy Spirit for Everyone?

Yes, this gift from God is for all His children who choose to accept it. “And afterward, I will pour out my spirit on all people” (Joel 2:28, NIV). Some people will say that this experience is only a New Testament phenomenon. But the leader should explain that the Spirit provides power to witness and live a victorious life in Christ today.

How Old Should Children be to Receive the Holy Spirit?

There is no age limit put on spiritual growth within God’s kingdom. Obviously, salvation and a basic understanding of God and His love are prerequisites to receiving the Holy Spirit. Leaders must not be pushy or use high-pressure methods on children to seek the Holy Spirit. On the other hand, leaders must not be afraid to present the Holy Spirit and encourage children to learn more about Him. Be patient and allow God and His Spirit to work.

Can Children Earn the Indwelling of the Holy Spirit?

Just as there is no age limit in receiving the Holy Spirit, there are no deeds that earn the indwelling. God is not as interested in what we do as much as in what we are and what our relationship is with Him.

Children will often equate receiving the Holy Spirit with some display of emotionalism. Leaders should assure children that it does not matter how long or how loud they pray. The Indwelling of the Holy Spirit is a gift from the Father, a helper to assist them in living a Christian life.

How Do I Receive Him?

Children need to understand that to receive the Holy Spirit they must follow after Jesus. It is improper to seek after a gift rather than to care about the giver. Leaders can illustrate this point by guiding a discussion on friendships. “Why do people like each other and want to spend time together?” If it is to get something or to use the person in some way, it is a false relationship and it does not last. But if the friendship is based on a desire to get to know the person, to enjoy each other’s company, and to share together, then giving and receiving become a part of the relationship. “Come near to God and he will come near to you” (James 4:8, NIV). Also, we know from James that “every good and perfect gift is from above coming down from the Father” (James 1:17, NIV). Relationship with Him is of prime importance in seeking the Holy Spirit.

Why Should I Receive the Holy Spirit?

The Holy Spirit’s indwelling means that God can work from the inside out. John 14:17 says, “But you know him, for he lives with you and will be in you.” Through His Spirit, God can guide our thoughts, which in turn will control our actions. If our actions are to be Christ-like, the source for all our actions and our thoughts needs to be Christ-like and Christ-controlled. Children must know that the primary reason to receive the Holy Spirit is for power to witness.

What Happens When I Receive the Holy Spirit?

Due to the examples they have seen, children are sometimes apprehensive about the emotional display when people respond to God's presence. Some children will remember the loud praying and crying that is often a part of the experience. Leaders should inform the children that the Holy Spirit will not embarrass them. They can trust Him and allow Him to move upon them.

The first outward sign or initial physical evidence of the baptism of the Holy Spirit will be that of speaking in tongues. Please emphasize the scriptural pattern of speaking in tongues after the Holy Spirit has come upon them (Acts 2:4, 10:44-46, 19:6,7). Speaking in tongues is a result of the indwelling of the Holy Spirit. According to the three Scripture passages, the Spirit gave them utterances.

Children need to know that they will not understand what they are saying and not to be afraid. The words are from the Holy Spirit, helping them speak to the Father. However, they are always in complete control. "The spirits of prophets are subject to the control of prophets" (1 Corinthians 14:32, NRV). They can choose not to speak in tongues. Explain that usually the language they will speak cannot be learned from another person. It is from God. Guard against the children trying to teach other children how to speak in tongues. This type of error is not intentional or malicious in nature, but it is the result of over zealousness and needs to be tempered (not squelched) with sound biblical teaching and guidance.

Is There More Than Speaking in Tongues When You Receive the Holy Spirit?

Speaking in tongues is the proverbial "tip of the iceberg" when it comes to what the Holy Spirit has for each one of us. The Holy Spirit gives the various gifts listed in 1 Corinthians 12:7-11; Ephesians 4:11,12; and Romans 12:6-8. The fruit of the Spirit will also come as a result of the indwelling of the Spirit (Galatians 5:22,23). Encourage the children to continue to be open to the Spirit and to constantly seek after Jesus. It is also important not to limit what the Spirit can do for them.

Daily Checklist for Dorms

Items to Check

Tuesday

Wednesday

Thursday

1. Clean Floors			
2. Clothing Neat			
3. Beds Made and in Line			
4. Wastebasket Emptied			
5. Clean Sinks			
6. Clean Toilets			
7. Clean Showers			
8. Lights Off			
9. Curtains Even			
10. Grounds Picked Up			
11.			
12.			
13.			
14.			

Kid's Camp Map

