



**SOUTHERN MISSOURI
KIDS CAMP**

**STAFF
HANDBOOK**

Camp Staff,

Thank you for volunteering to help change the world by being a Staff Member 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!

In this handbook you will find valuable information that will help you! 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, dorm leaders & 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. If campers are present, please keep you phones put away.
- 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.
- 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.

Staff Guide

Ministry Description:

Each Camp Staff member is responsible for a specific role at camp. Every staff role is incredibly valuable. Working together our staff creates the best camp experience for all of our campers.

What to do on Day 1:

- When you arrive at camp, check in at the staff check in station, receive your lanyard, and secure a room assignment.
- Go to the designated orientation area for vital information.
- If your assigned position needs help setting up, serving, or prepping for the week, be sure to arrive on time to help assist.

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: Be on time for scheduled events.
- DO: Help keep your areas clean.
- DO: Work in full cooperation with the Staff Director.
- DO: Ask for help before a situation gets out of hand.
- DO: Discourage campers & workers from finding boyfriends and girlfriends.
- DO: Make sure campers are not left alone, especially during the evening free time.
- DO: Make sure all restroom and water fountain trips happen BEFORE service begins.
- DO: Pray with the 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 campers. If you need help praying, reach out to the Head Dorm Leaders to assist you.

General DO NOT's:

- DO NOT: EVER find yourself alone with a camper/minor (please follow the "Rule of 3").
- DO NOT: Share your complaints, disagreements, or problems with other staff or in front of campers. All grievances should be brought to the Staff Coordinator 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: Leave during service except in an emergency.
- DO NOT: Rush campers out of the altars.

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. No one 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.
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 in the chapel. Mail is picked up each morning at 10:00am.

Incoming Mail: If friends and family would like to send mail, 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 to forward 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 himself, his interest, his friends, etc.
- Find something the camper does well and praise him; let him know he is 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 or Staff Director 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 rotation stops include:

- **Free Time:** Available activities during free time include: Rock Wall, Mini Golf, Outdoor Games and Pop Stand.
- **Gym Activities:** Boys and girls on the same color team attend Gym at the same time. Instructions for gym activities will be given during that time.
- **Lake/Pool Time:** Girls and boys rotate through pool and lake time. They switch after 50 minutes.
- **Fun Arts:** Girls and boys on the same color team will enjoy an interactive experience in the Chapel.

Discipline

The way a child is treated at camp is critical to their camp experience.

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.
 - 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 Camp Leadership.

- 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.

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.
 - o **Everyone has sinned and needs to be forgiven (Romans 3:23).**
 - o **Sin separates us from God (1 John 3:8-10).**
 - o **Sin carries a punishment, but salvation brings eternal life (Romans 6:23).**
 - o **Despite our sin, God loves us (John 3:16).**
 - o **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 zealotness 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.

Kid's Camp Map

