

# **COCOLALLA LAKE BIBLE CAMP**

**OF THE  
AMERICAN MISSIONARY FELLOWSHIP**

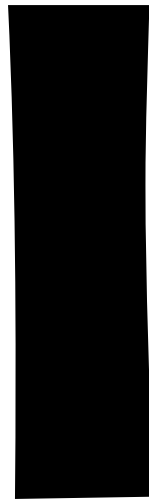
# **CAMP STAFF MANUAL**

**SECOND EDITION 2008**

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**Section**



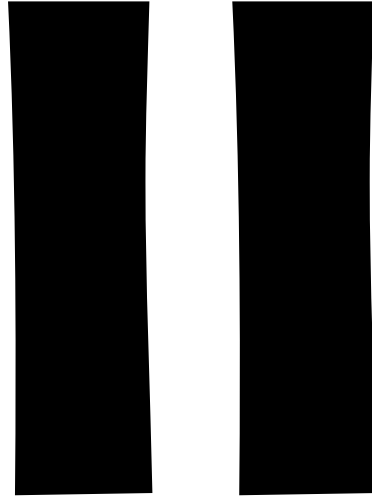
**Introduction to the Cocolalla  
Lake Bible Camp Staff Manual**

## **Introduction**

Welcome to Cocolalla Lake Bible Camp. If you are reading this manual, you have already shown that you are dedicated and spiritually mature. Working at Cocolalla will be very demanding, yet full of blessings.

This manual is designed to educate you on what is expected of you as a servant of Christ at Cocolalla Lake Bible Camp. You should use these expectations to help you make wise decisions and effectively lead. Above all, you should seek God's Word for instruction.

**Section**



**The Camping Experience**

# **The Biblical Significance of Camping**

*I Corinthians 9:19-23*

Camping is another method, or tool, that God has provided, by which we can reach others for Jesus Christ.

## **Benefits for the Campers**

*"Campers, both young and old, can become aware of the presence of God as they establish a new sensitivity toward the creation of God. They are able to see and appreciate the beauty of nature, which God has made and established. The change of pace in their daily life and environment makes them more perceptive and observant. The well-established plan and order of God in His creation is evident as the campers see the marvels of nature. Through this awareness and the program of the camp, individuals are led to see God's perfect plan in the person of Jesus Christ, and what He can do for them in their life."*

H. Norman Wright

## **Benefits for the Church**

Camping offers an opportunity for achieving the Christian education objectives of the local church program. There are camps that train leaders, evangelize youth, communicate the needs of missions, and many other important areas of church education. The camping experience for the church is a very important and needed program.

## **The Goals of Christian Camping**

The Christian camp should provide opportunities to:

- Deal with campers as individuals, disciplining them personally in the areas of their spiritual need. *John 3:5*
- Encourage definite spiritual decisions at the level of the camper's readiness.
- Help establish good habits of Christian living: prayer, Bible reading and study, and witnessing. *II Timothy 3:14-17; Acts 1:8, 2:42*
- Help establish sound health habits: cleanliness, rest, diet, exercise, and a good attitude toward the body as God's temple. *I Corinthians 6:19*
- Learn outdoor skills as a means of developing character. *I Corinthians 10:31*
- Learn the ability to get along with others unselfishly. *Romans 12:9-21*
- Learn responsibility for one's own decisions. *Galatians 6:4-9*

## **God is NOT Confined to Religious Cages**

If God is God in our camp, He is God of the whole camp! The entire program is His—all facilities, and all the people. We cannot and must not rob God by confining Him to quiet-time periods, Bible studies, or fireside meetings. He is Lord of the waterfront, the crafts program—everything. He is Lord of the exciting and the mundane, the new as well as the routine.

He is Lord of our camp to the extent that He is Lord of you in all situations—when you're encouraged or discouraged, enthusiastic or indifferent, interested or disinterested, loving or hostile.

At camp, we see each other at our worst as well as our best, and so do the campers. Yet we are Christ's ambassadors, making God's appeal through us. God longs to mold the character of our campers through us. Your love and guidance will help determine the course of his or her life. What a responsibility! What an opportunity!

So ask God to control your attitude and the way you express it at all times. Ask Him to give you the joy and strength for responsibility. Most importantly, ask Him to make you as much or more conscious of His presence when you are at the waterfront, in the gym, on the bikes, or involved in all the other activities, just as you are conscious of Him during your personal Bible study time.

You have pulled yourself together through the love and grace of Christ. Now discover the campers—what they think, how they feel and why, their personality, and their character. Note their strong points and compliment them. Identify their areas for personal growth and help them. If God is God of the entire camp, then any and every camp setting is an opportunity for personal growth, not just quiet times or Bible studies.

Plan your strategy so that you use every setting and relationship in a natural way for growth with some camper.

Pray that God may sensitize you to the above opportunities. Remember Philippians 4:13, *"I can do everything through Him who gives me strength."*

Every staff member at Cocolalla is a channel through whom God speaks. God uses everyone who is willing and ready to serve.

Our goal is to achieve *God's best through you to others.*

**THAT'S WHAT CAMP LEADERSHIP IS ALL ABOUT!**

## **Philosophy**

The philosophy of this camp is evangelical with a major emphasis on nurture in the Word of God, personal growth, and service. It is a cabin leader-centered camp in which its success will depend largely upon each cabin leader and his/her ability, Christian maturity, and devotion to Christ.

## **General Objectives**

### **Spiritual Objectives:**

- To lead each camper to understand his/her need of Jesus Christ.
- To encourage each Christian camper to develop a personal prayer and Bible reading habit.
- To encourage and instruct Bible memory.
- To aid in developing every saved person into a strong witness for Christ.
- To help direct each camper into an active role in his/her own home church. If the camper has no home church, we will attempt to direct him/her to one.
- To help the camper find answers and solutions to the many questions, problems, and circumstances he/she encounters.

### **Physical Objectives:**

- To provide a well-rounded program of physical activities, including both strenuous and relaxing activities.
- To aid the camper in developing good health and personal habits pertaining to physical growth and hygiene.

### **Social Objectives:**

- To allow time in which the camper may get involved in wholesome social relationships.
- To aid his/her relationships with others—saved and unsaved.
- To show that each camper is a valuable part of a whole, both inside and outside camp.
- To uphold the personal worth of each individual camper.

### **Mental Objectives:**

- To train potential Christian leaders.
- To develop an appetite for instruction in the Truth.
- To assist in developing disciplined attitudes.



## **Job Descriptions for Camp Staff**

**Director:** Has the oversight of the entire camp; organizes staff before and during camp. Being responsible for the entire camp, the Camp Director is concerned with each person—whether he is a dishwasher, leader, camper, speaker or maintenance worker. His job is complex and important. He has many duties and responsibilities. The last thing he wants is a difficult cabin leader. In a sense, your job is to make his job easier by carrying out your duties to the fullest and not creating any additional work. However, the Camp Director is available, approachable and willing to listen to your problems. Be sure to come directly to him with these. It is easy to recognize that taking your problems to a peer will usually magnify the problem.

**Assistant Director:** Assists the Director; has all the authority of the Director when the Director is absent.

**Program Director:** Is responsible for producing a schedule for each camp. Has oversight of cabin leaders and the camp program; facilitates the smooth running of all parts of the program according to the schedule; interprets and enforces rules when necessary; has power of delegation for those under him; makes all preparations for meetings and recreation.

**Camp Dean:** Is responsible for all camper discipline and mediating conflicts between cabin leaders and campers. Will make recommendations to the Director & Assistant Director regarding staff for the coming week based upon current observation.

**Timothy Coordinator:** Works with the Timothy staff; evaluates Timothys and their progress; places Timothys under the various work crews; manages the operation of the individual work and cleaning crews.

**Head Cook:** Has charge of kitchen and dining hall staff; creates menus and works with the food buyer; delegates and supervises cleaning of dining hall and kitchen.

*"Submit to one another out of reverence for Christ." Ephesians 5:21*

## **Section**



## **The General Staff**

## **The General Staff**

The goal of the staff at Cocolalla is to meet the spiritual needs of everyone we encounter. Therefore, there are certain expectations for everyone that is on staff—from the director to the person who volunteers for a couple hours.

### **All staff members are expected to...**

**Serve God whole-heartedly to the best of each individual's ability:** Service to God comes before anything. If your focus is to glorify God, you will be successful in your service. "...Serve Him with all your heart and all your soul." *Joshua 22:5; see also Romans 12:6a*

**Serve the campers to the best of each individual's ability:** Remember that Christ served His disciples. We are here to first serve God, and then serve the campers. "Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." *1 Peter 4:10*

**Work as a team toward the goal of reaching each camper with the Gospel:** Sharing the Gospel is often a team effort. All staff members should be prepared to play any part they can in sharing the Gospel with each camper. Just because you aren't a cabin leader or a speaker, doesn't mean that you can't play a part. "Then make my joy complete by being like-minded, having the same love, being one in spirit and purpose." *Philippians 2:2*

**Have a servant's attitude:** No matter what your position is, you will have superiors. Paul tells us the attitude a servant should have: "Slaves, obey your earthly masters with respect and fear and with sincerity of heart, just as you would obey Christ. Serve wholeheartedly, as if you were serving the Lord, not me." *Ephesians 6:5,7*

**Set the example:** You cannot expect the campers to grow as Christians unless you first set a standard for yourself. Therefore, set the example in every area from Bible study to following even the most basic of the rules. "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." *1 Timothy 4:12*

**Be honest:** Honesty is not only important in the truthful sense, but it is also important in other areas. If you need a nap, ask for one. If there is a job that doesn't fit you, tell your superior.

**Section**

**IV**

**The Campers**

## **Expectations regarding the campers**

Cocolalla Lake Bible Camp is expected to facilitate a safe and fun environment that encourages spiritual growth and development. Therefore we have certain expectations for the campers that the staff is partially responsible for fulfilling.

**Campers should understand the message of the Gospel:** Many campers will come to camp with the saving knowledge of the Gospel, but there will be those that don't. Whether the campers believe it or not, each camper should hear and understand the Gospel before leaving.

**Campers should follow all rules and participate in all activities they are physically able to:** As a staff we are responsible for informing the campers of the rules and making sure we enforce them. We also need to motivate campers to participate in activities and events that will nurture their spiritual and physical growth.

**Campers should leave feeling that they were personally cared for, appreciated, and educated:** The staff should actively pursue the needs of each camper and cater to those needs. Although our priority is often to reach the unsaved, addressing areas where growth is needed in young Christians is equally important.

## **The Do's and Don'ts**

In our modern world there are many concerns that correspond to working with children. It is the responsibility of the camp staff to be aware of what is allowed and what isn't, and to help prevent bad situations. Remember that the Bible says: *"Abstain from every form of evil" 1 Thessalonians 5:22*

### **Do's**

- Respect the authority of the parents
- Exercise discipline in a tactful way
- Respect the privacy of the camper
- Encourage the campers to be open about their feelings
- Be mindful of touching the campers

### **Don'ts**

- Don't try to be a psychiatrist
- Never intentionally harm a camper. Doing so could result in termination from camp staff and possible legal action.**
- Don't push the camper beyond their physical, spiritual, mental, or emotional limit
- Don't trash the cabins or other areas of the camp

**Section**

**V**

**Cabin Leading**

## **Introduction**

Cabin leaders are the reason Cocolalla Lake Bible Camp has a successful ministry. As a cabin leader, you are given the opportunity to play a crucial role in the spiritual growth of campers. You are called to share the Gospel, raise disciples, and teach. Cabin leading can be one of the most rewarding jobs at camp. However, Satan is aware that cabin leading is spiritually, mentally, and physically tiring, and he will try to use this to hinder the ministry of camp.

This manual is designed to give you all the resources you need to be successful cabin leader. Appendix A contains a detailed schedule of cabin leading tasks. Appendix B is a guide to putting together cabin devotions that can easily be used in cabin devotion times. Appendix C is an overview of using the yellow card. Appendix D is a resource for evangelism.

There are many different ways of cabin leading and most work well. No matter how you choose to lead a cabin, there are a few expectations that are critical to a successful ministry. These expectations are listed below:

## **Expectations**

### **Have the desire to share the Gospel with the campers**

Every cabin leader should be ready and prepared to share the Gospel at any time. There is nothing more rewarding than witnessing the salvation of someone else. You should be available for God to use you in any way. Be sure to have a good Gospel presentation prepared, and pray for the salvation of your campers daily. You should start every day praying that God will give you the confidence to proclaim his Word.

### **Form a personal relationship with each camper**

Each camper will have a different personality. Some will be really outgoing and others will be more solitary. It is critical that you sit down with each camper and have a conversation. It is important to make sure the camper feels comfortable talking to you—this is not an interview, it is a conversation. Get to know the camper. Ask them about their interests, family, and what they like about camp. Find out where the camper is spiritually—If they are not saved, this is a perfect opportunity to share the Gospel. If the camper has a relationship with Christ, help them find an area where they can grow, and then help them work in that direction.

### **Put the campers' needs before your own**

There will be situations where you will be asked to do something for your campers that you don't want to do. You might need a nap right when your campers start fighting. You might be really hungry, but one of your campers gets sick right before dinner. Every time you sacrifice your wants and needs, it is an example of the love of Christ to the campers. (Phillip. 2:4)

### **Mentor, train, and pray with your Timothy**

Most cabin leaders will be assigned one or more Timothys. As a cabin leader, it is your responsibility to make sure your Timothy is with you whenever they are not reporting to an assigned duty. If you need your Timothy to do something else, you need to get permission from the Program Director. The campers should enjoy spending time with your Timothy. You are responsible for your Timothy's attitude.

This is a great opportunity to disciple a peer. Just as Paul mentored Timothy, you should seek every opportunity to encourage your Timothy. Timothys are also future cabin leaders, so be

sure to include them in the leadership of the cabin. Have them lead devotions one night. Have them participate in the conversation with a camper. Above all else, the cabin leader-Timothy relationship should be a praying one. Spend time praying for each other and the campers. *“Pay close attention to yourself and to your teaching; persevere in these things, for as you do this you will ensure the salvation both for yourself and for those who hear you.” 1 Timothy 4:16*

### **Be enthusiastic in leading the campers at all times**

The actions of the cabin leader often dictate the actions of the campers. A poor attitude as a cabin leader will result in poor cabin morale. Often, a little bit of enthusiasm will go a long way. If your campers think that the games look uninteresting, your enthusiasm can still make them excited about playing. If campers see you being enthusiastic about God’s Word, they will be more enthusiastic about learning.

### **Do daily cabin devotions**

There are two scheduled devotion times each day. You need to have a prepared devotion to present to the campers at **all** devotion times. You should cater to the needs of the campers and be flexible with your material.

### **Lead a skill during skill times**

You will be asked to lead a skill during skill time. This is more than just being a supervisor. You are expected to teach the campers the rules, as well as the basic techniques associated with the skill. You may be assigned to a skill you know nothing about. Have a good attitude and talk to the program director. He will give you rules and ideas so you can make the skill fun for the campers. Your Timothys should be with you unless they have permission from the Program Director, or are working in the kitchen or bathrooms.

### **Monitor a section of the camp during a portion of free time**

You will be assigned to an area to monitor during free time. You need to report to that area every day during your designated shift. You need to make sure you are watching what is going on and making sure the campers are being safe and following the rules. Your Timothy should be with you unless you have permission from the Program Director.

### **Be responsible for campers after lights out**

There will be times when your campers need to use the bathroom or see the First Aid Provider after lights out. You **WILL** go with them wherever they need to go. God may ask you to sacrifice your sleep to minister to the campers.

### **Be on time to all scheduled events**

You alone are responsible for having yourself and your campers on time to every scheduled activity and event. It is a good idea to always have a watch and a schedule.

### **Discipline your campers**

It is crucial to discipline your campers. This will be discussed more in Section 7.

### **Fill out yellow cards**

You will need to fill out a yellow card as an evaluation of each camper’s spiritual life. These are to be used as a reflection on the growth that happened during the week at camp. Take a look at Appendix C for a detailed breakdown of the yellow card.



**Section**

**VI**

**The Timothy Program**

## **Introduction**

The Timothy program is designed to help individuals grow spiritually through peer mentoring. Each Timothy will be assigned to a cabin leader who will train and mentor them. The Timothys will also be assigned to a work crew that will help keep the camp clean and useable. **Timothys are not limited to the youngest staff. You may have years of cabin leading experience, yet still find yourself in a Timothy role.** No matter what your experience, you should always be available to your cabin leader for assistance and learning. Also, your experience never outweighs the authority of your cabin leader.

One of the great blessings you will have as a Timothy is the opportunity to spend time with the campers. Campers tend to have a special appreciation for the Timothy. You should make an effort to get to know the campers and minister to their needs.

Since Timothys play a unique role in the camp system, there are certain expectations for them:

## **Expectations**

### **Have a servant's attitude**

Although this is an expectation for all staff members, the Timothy role is where a servant's attitude is materialized the most. You may be asked to do things that you don't like. You also need to know your boundaries. If you cannot lift something, get help. If you are tired, ask for a nap. You should remember the advice of Paul (*Eph. 6:5,7*) and have the attitude of serving the Lord. A smile on your face can even make scrubbing a toilet a joyful experience!

### **Play a unique role in the ministry to the campers**

Just because you aren't a cabin leader doesn't mean you shouldn't be ministering to the campers. Know them—know their names and interests. You can and should play with your campers! You also should talk to them about their relationship with Jesus Christ.

### **Report to your cabin leader when you are not assigned to a different area**

Unless you have been given an assignment by a senior staff member, you should be with your cabin leader at all times—this includes skill time and free time. If you want to do something with the campers without the cabin leader, you will need permission from someone on the programming staff.

### **You will never discipline the campers**

If there is a problem with a camper, take it directly to the cabin leader. You are never to punish or discipline the campers.

### **Be on time to all staff meetings, devotions, and meals**

Set an example to your peers by being on time to everything. A watch and a schedule are essential to have with you at all times. Know where you are supposed to be, and be there. "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." *1 Timothy 4:12*

**Section**

**VIII**

**Camper Discipline**

## **Introduction**

Ideally you will never have to discipline a camper. But in reality, you will. However, there is a way to do it in an effective and Godly manner. Disciplining can be split up into two categories: Prevention and Action.

## **Prevention**

You can avoid having behavior problems with some careful preventative measures.

### **Pray**

Pray for your campers *before* the camp begins. Pray for their behavior and your ability to discipline.

### **Set up expectations early**

“Obeying the rules” should not be your only expectation. However, set forth many positive goals for the campers to work toward: Clean cabin, good work ethic, team spirit, and always having fun! Your enthusiasm can play a major role.

### **Go over all of the rules with the campers**

The deans will go over all of the camp rules the first night. You should also briefly touch on these, as well as go over cabin rules that you will set: “Don’t talk when someone else is talking”, “If you have to go to bathroom in the middle of the night, wake me up”, and so forth. Don’t make too many rules—you can deal with problems individually as they come. A few basic principles can cover a lot of territory: *be kind to one another, no physical contact, and obey those in authority*. Remember to speak with authority, but still have fun with the rules!

### **Be realistic**

Don’t set up rules that are not practical. Remember that the campers are kids and kids are still learning. If you tell the campers they cannot talk during flat-on-bunk, you are being unrealistic.

### **Be positive**

Instead of acting like you think your campers are going to break all of the rules, try to be positive. If you tell your campers that you think they are going to be the best cabin of the week, they will buy into that and you will have fewer problems. Be humorous and sincere. You should reward good behavior more than you punish bad behavior. If a camper is polite to the cooks, let them go first in line to the next meal; soon the whole cabin will be saying please and thank you.

## **Action**

When a discipline problem comes up you need to act. Even if the problem is small, a good cabin leader will take action. Different situations will call for different actions. Sometimes simply getting their attention will solve the problem, and other times you will need to talk to the camper one on one.

### **Take care of problems immediately**

If you have a camper that is acting out, the problem should not go unnoticed. You need to take action immediately. Remember, not every problem requires one on one attention. If you see that a camper is having problems at the beginning of the week, pull them aside and address the problem early. It can be useful to say “I want to have a good time with you this week, but if you keep behaving this way, we probably aren’t going to have much fun. You don’t want that, do you?” Remember to be positive; you should sincerely want your campers to behave well.

### **Be polite and controlled**

If you cannot approach a problem with a positive attitude, you shouldn't approach the problem. Take time to cool down and collect your thoughts, **pray**, then act. Be careful not to embarrass the camper in front of their peers. It is better to take time to pull them aside, rather than to make the problem known to the whole cabin.

### **Talk to the camper one on one**

Some problems will call for a one on one conversation. This should not be a lecture. Instead take the camper to God's Word and help them use Scripture to fix a problem. Pray with them. Encourage them. A friendly conversation will go a long way.

### **Make the punishment fit the crime**

Make punishments that are realistic and appropriate. Don't establish punishments until they are needed. Remember to first reward good behavior.

### **Develop a strategy and stick to it**

Have a predetermined strategy for how you will handle problems and be consistent. There will be times when you need to immediately have a one on one conversation and times when you need to take a camper to a dean without any warnings, but you should still have a strategy for general behavior problems.

A good strategy is this...

- 1 – Warning
- 2 – Warning with a more stern tone
- 3 – One on one session with the camper
- 4 – Punishment
- 5 – Take it to the Dean

### **Use the Deans**

The Deans of the camp are there to help. You should not be scared to use them. They are happy to discipline your campers when you aren't able. They are also happy to encourage the campers and have fun with them. If you ever need help, they are there for you.

# APPENDIX A

## Cabin Leader: Detailed Breakdown

This appendix is for those of you who like to have a very exact description of what is expected of you as a cabin leader. This gives you a breakdown of every activity in the schedule so you can always know what you should be doing.

### ASK YOURSELF: WHERE IS MY FOCUS?

#### Major Themes

- Ministry, ministry, ministry—Remember why you are here (1 Corinthians 9:12-18)
- Let God use you (Jeremiah 1:5-9)
- Be with your campers (1 Corinthians 9:19-22)
- Be an example (Matthew 5:14-16)
- Be positive (Philippians 2:14-15)
- Be available (1 Corinthians 9:19-22)
- Have patience (Galatians 5:22 – 23)
- Ask for help—Program Director, Director, Deans, Speaker, etc.
- Lead, don't follow.

#### Basics of Cabin Leading

- Pray first, then act!
- Be ready to lead someone to Christ
- Focus on your campers and their wellbeing
- Don't punish your campers before they are bad; give them freedom and they will respect you.
- You are not exempt from the rules, be the example!

#### Before you come to camp

- Pray for your campers, your Timothy, and yourself
- Study God's Word
- Prepare a few devotion ideas
- Pack wisely

#### The first day of camp

- Be available to parents/campers when they arrive
  - o Stand outside your cabin
  - o Shake hands and smile
  - o Introduce yourself and your Timothy to the campers and parents
  - o Be honest: parents want to hear that you will take good care of their child
  - o Look presentable
- When campers come, learn their names
- Introduce your campers to each other
- Talk to your campers casually and remember things about them

- Is it their first time at camp?
- Where are they from?
- What are their interests?
- First impressions are important, so make a good one

### **Devotions**

- First night: Explain to the campers the importance of devotions; share your testimony; present the Gospel
- The campers need to know that devotion time is important: be the example
- Prepare ahead of time
- Devotions should address your campers' spiritual welfare
- You don't need to impress your campers with your Biblical scholarship
- If you are having trouble preparing your devotions, *ask for help*

### **Free time**

- Be on time and attentive during your free time assignment
  - You and your Timothy should be *monitoring* the area
- When you are off duty, you should be with your campers
  - Participate in activities with your campers
    - Do what they want, not what you want
- You cannot always be with all of your campers, but you can know where they are
- Free time is a perfect time for you to get to know your campers individually and as a group

### **Skill time**

- You will be required to teach a skill
- Have fun, even if you don't enjoy the skill (**BE AN EXAMPLE!**)
- If you don't know much about the skill, ask for help; someone will help you
- Don't just scrimmage, make the skill interesting

### **Mealtime**

- Sit with your campers
- Leave when they are finished, not when you are
- Make sure your campers (and you) clean up your area
- For younger kids, pour their drinks for them
- Teach your campers manners (always tell the cooks "thank you!")

### **Game time**

- Have a positive attitude
- Include all of your campers
  - Some campers are not athletic; encourage them and make the experience fun
- Promote a positive competitiveness with your campers
- Be prepared: you are going to get wet!
- Let your campers be the stars
- When you aren't playing, have the campers sit and you stand

### **Chapel time**

- Sit in the middle of your campers
- Arrange your campers so that you are sitting next to the ones that need to be watched
- No doodling
- Follow the message; help your campers find Scriptures
  - If you make the campers feel that they are a part of the message, they will respond in a positive way
- Help your campers understand what is being taught

- Reaffirm what is being taught—use devotions to review Chapel and make sure your campers understand
- Make sure your campers go to the bathroom and get a drink before Chapel.

### **Lights out**

- This is time to be quiet: be the example
- If it is difficult to get your campers to be quiet, *ask for help*
- Find ways to stress the importance of lights out
  - “Our Timothy needs (his or her) sleep, so let’s be quiet”
  - Campers need their sleep, whether they recognize it or not
- Take your campers to the bathroom before lights out!
  - During the get-ready-for-bed time, make sure all of them use the bathroom and get a drink
- If your campers need to go the bathroom after lights out, **YOU WILL TAKE THEM**
- After lights out, the campers need to wake you up if they need to leave the cabin for any reason.

### **Your personal time (2 Thessalonians 2:4; 2 Timothy 2:15)**

- Mornings
  - Practice good hygiene
  - Give yourself plenty of time
- Personal devotions
  - Between your shower and morning meeting is the only time you will have to do a personal devotion
  - Take time to pray for each of your campers
  - Study God’s Word and let it encourage you throughout the day
  - Prepare for cabin devotions
  - This should be a time for you to grow personally; don’t let your friends distract you—be an example to your fellow staff members
  - This is a good time to pray with your Timothy
- Morning meeting
  - Be on time
  - This is time for your personal spiritual growth
  - Be enthusiastic and participate
- Don’t be scared to ask for a nap
- If you are struggling in any way, ask someone to pray for you—senior staff members are here to encourage you, and they are eager to do so
- If you are having trouble finding personal time to spend with Jesus, *ask for help*.

### **Discipline**

- Start positive
  - Reward good behavior
  - Encourage making good choices
- Be consistent: Follow through with punishments
- Always talk to the camper about what they did
  - Use Scripture to correct
- Don’t overreact
- Find a method that works and use it
  - 1-2-3 Method
  - Warning, punishment, Dean
- Visit the Dean before the camper does
- Don’t be scared to use the Deans (even if it’s just for advice)



## **Using the Deans**

- Deans are good for discipline—when you are stuck, use them
- Remember the Deans love to help and you can ask them for it
- Deans are full of Biblical knowledge, so ask them if you have questions
- Deans aren't only the disciplinarians, they are also happy to help you with devotions or ideas for cabin activities

## **Training your Timothy**

- When your Timothy is off duty, he/she should be with you *at all times*
- Your campers should enjoy your Timothy
  - o Be responsible for your Timothy's attitude
    - Make sure they clean their area in the morning
- Be sure to talk one-on-one with your Timothy
  - o Find out how they are feeling
  - o Pray with them and encourage them
- Have your Timothy do a cabin devotion during the week
- Have your Timothy participate in at least one conversation with a camper
- You have an awesome opportunity to minister to a peer—take advantage of it

## **Interaction with other staff members**

- You are responsible for your campers
- You are not here to find a girl/boyfriend
- You will make friends with other staff members, but you have the chance to make a difference in your campers' lives
- Be friendly—If a problem with another staff member arises, handle it quickly, wisely, and maturely (not with gossip). (Ephesians 4:26)
- It is okay to make friends with other staff members, but your focus should be on your campers

## **Tips from experienced cabin leaders**

- Keep a schedule with you at all times; memorize it if you can
- Take advantage of your morning devotion time
- Sleep on the bunk that faces out the door
- Encourage your campers to have good personal hygiene
- Make sure your campers understand cabin rules
- During free time, find activities that you can do as an entire cabin
- If your campers want to go swimming, you will go swimming...no matter how gross the water is
- It is okay to talk realistically with your campers—you can talk about guys/girls, makeup, sports, school, etc.; just be sure and keep it in perspective—not a major focus.
- Be honest with your campers. They will respect/listen to you more if they know you are human
- Talk to someone! Cabin leading is tough and you sometimes need to chat with someone. Fellow cabin leaders: make time out of your personal time. Others are available (Linda, Robert, Josh, Bruce, etc.). Don't forget God...pray first!

# APPENDIX B

## CABIN DEVOTIONS

Cabin devotions can be an exciting and challenging time. This little guide should help you build cabin devotions. You don't have to wow the campers with an amazing message. Instead, get them involved and thinking and they will enjoy the time too.

### **Constructing a devotion**

1. Pick a passage of Scripture
2. Outline what the passage says
3. Outline the meaning of the passage
4. Write down possible applications
5. Write down possible discussion questions

### **Presenting the devotion**

Once you have a good understanding of each of the 5 above points, you are ready to arrange them into a devotion. Be sure to involve the campers. Some good generic involvement questions are:

- What is this passage about?
- What do you think this means?
- How can you use this verse in your life?
- Are there any questions?

Remember to be honest with the campers—if they ask a question that you don't have the answer to, tell that you don't know, then go find the answer. There are plenty of people at camp who want to see you and the campers grow and would be happy to lend a hand.

# APPENDIX C

## THE YELLOW CARD

The purpose of the yellow card is to help you get to know your campers and minister to their specific needs. **This is not an interview.** Cabin leaders are expected to get to know each camper personally and help him or her grow in different areas of their lives. Therefore, the yellow card should be used as more of an evaluation that is done after the conversation with the camper or even at the end of the week.

The main goal of the yellow card is to help cabin leaders be aware of the camper's spiritual needs. Are they saved? Are they going to church? Are they reading their Bible? The yellow card does not provide the cabin leader with the tools to address these issues, it is simply a form used to evaluate the spiritual welfare of each camper. However, cabin leaders should be using a one on one conversation with the campers as a tool to help them grow. Be prepared with your Bible, a gospel presentation, verses for growth, and spiritual challenges to give to your campers (James 1:5; Matt. 7:7-8; 2 Tim. 3:16-17; Acts 17:11; John 14:21; John 15:8; Hebrews 10:25).

You should not use the yellow card as an interview tool. If you take the time to get to know every camper individually you should be able to pick up the yellow cards for the first time after every camper has left and fill them out.

Below is a detailed breakdown of the yellow card and each field. Make sure you understand this before you fill them out.

### **ID Label**

This is a label that will be provided by the program director. It will have information such as name, address, phone number, and church.

### **Spiritual**

You should know whether or not the camper is saved. A date, year, or age is sufficient to write on the yellow card, but you should know their basic testimony.

Rededication is really asking whether the camper made some major spiritual decision during the week at camp.

You should be able to describe spiritual growth that you observed or that the camper told you about.

You should be able to describe areas in the camper's life where they need discipleship. Hopefully you have started them on this path, but this can also be good for follow up.

Get a feel for the camper's knowledge of the Gospel. Do they know what the Gospel is? Do they know what it takes to get to Heaven? Do they know the importance of Jesus' death?

You should be able to give a brief summary of your week with the camper. How did they behave? How did they respond to authority? Were they helpful in leading the cabin?

We want to know if the camper is interested in Youth Leadership, Mailbox Club, and working at camp.

Place Camper ID Label Here

YEAR: \_\_\_\_\_

CAMP: \_\_\_\_\_

CABIN: \_\_\_\_\_

LEADER: \_\_\_\_\_

**SPIRITUAL**

When did the camper receive Jesus Christ as Savior \_\_\_\_\_

Did the camper rededicate their life to Jesus this week? YES NO

From your conversation with the camper, circle the appropriate level.

**Bible Study** Regular Irregular \_\_\_\_\_

**Prayer** Regular Irregular \_\_\_\_\_

**Church Attendance** Regular Irregular \_\_\_\_\_

How did the camper grow in their relationship with Jesus Christ this week? \_\_\_\_\_

Where in the camper's life do you see a need for discipleship? \_\_\_\_\_

Does the camper know what the Gospel is, and how has Jesus's death on the cross affected their life? \_\_\_\_\_

Describe your experience with the camper this week \_\_\_\_\_

Is the camper interested in Youth Leadership? YES NO

Is the camper interested in the Mailbox club (12 and under)? YES NO

Is the camper interested in working at camp in the future? YES NO

# APPENDIX D

## EVANGELISM HELP

### ROMANS ROAD:

Romans 1:16-17  
Romans 3:23  
Romans 6:23  
Romans 5:8  
Romans 10:9-10  
Romans 10:13  
1John 1:9

### SUGGESTIONS FOR GROWTH

Go to God in prayer daily (John 15:7; Js 1:5; Mt 7:7-8)  
Read God's word daily (Acts 17:11)  
Obey God moment by moment (John 14:21)  
Witness for Christ by your life and words (Mt 4:19; Jn 15:8)  
Trust God for every detail of your life (1Peter 5:7; Mt 6:25-34)  
Holy Spirit- Allow Him to control & empower your daily life and witness (Ga 5:6; Ac 1:8; Mt 28:19-20)

### GOSPEL PRESENTATION

- 1) Heaven is a free gift: Ro 6:23; Eph 2:8
- 2) It is not earned or deserved: Ro 3:20; Eph 2:8-9
- 3) Man is a sinner: Isa 53:6; Ro 3:23
- 4) Man cannot save himself: Mt. 5:48; Ac 4:12; Ti 3:5; Ro 6:23; Ga 3:10-11
- 5) God is just- He must punish sin: Ex 34:7; Jn 3:18; He 9:27
- 6) Christ- who He is: Isa 9:6; Jn 1:1,14; Jn 14:6; Jn 20:18
- 7) What He did: Isa 53:4-6; Jn 3:16; Ro 5:8; 2Co 5:21; 1Tim 1:15; 1Pe 3:18
- 8) Faith- more than intellectual assent: James 2:19;
- 9) Faith- trusting in Christ alone for salvation: Jn 1:12; 3:36; Ac 4:12; Ro 10:9-10
- 10) Assurance: Jn 10:28; 20:31;
- 11) Rejoicing over salvation: Lk 15:10; 1Pe 1:23

### EXCUSES OF UNBELIEVERS

#### Not today:

Jos 24:15 Choose this day  
1 Ki 18:21 How long will you waver?  
Is 55:6 Seek while He may be found  
Mt 24:44 In an hour when you do not expect  
Lk 12:19-20 You Fool!  
2 Cor 6:2 Now is the time!

#### It's too late:

Ez 33:19 If a wicked man turns... he will live  
Mt 20:6-16 Landowner- equal pay  
Jn 6:37 Whoever comes to me  
Ro 10:13 Everyone who calls

#### Tried once and failed:

2 Ti 1:12 He is able to guard your treasure  
Heb 7:25 He is able to save completely  
Jn 10:27-28 No one can snatch them

**I don't need a Savior:**

Jn 3:18 Whoever does not believe is condemned

Jn 3:36 Whoever rejects the Son

Ro 3:23 All have sinned

Ro 6:23 The wages of sin is death

Heb 2:3 How shall we escape, if we ignore...?

**Will cost me too much:**

Mk 8:36 What good is it to gain...?

Lk 18:29-30 No one who has left

1Pet 2:24 Who.. bore our sins

**I cannot leave my old friends:**

Ex 23:2 Do not follow the crowd in  
wrong

Pr 13:20 Walk with wise, grow wise

1 Co 13:12 Bad company corrupts

**I will be persecuted:**

Mt 5:11 Blessing for persecution

2 Ti 3:12 All godly expect it

Rev 2:10 Leads to a crown

**Heb 11:25** Moses' example

**Too many mysteries:**

Dt 29:29 Secret things belong to God

Jn 13:7 Later you will understand

Ac 1:7 It is not for you to know

1Co 13:12 Now we see a poor

reflection

**God is love; there is no danger:**

Mt 22:13 Throw him outside

Lk 13:3 Unless you repent

2 Pe 2:4 If God did not spare Angels

**Too many hypocrites in the church:**

*Cop-out!*

Ro 14:12 Each of us will give account

## Counseling Tips

### Terms:

Grace: God giving me a free gift I don't deserve- Eph 2:4-5; Eph 2:8-9

Born again: New life in Christ- Jn 3:3-8; 1 Peter 1:23; Gal 2:20;

Regeneration: Process of "Being Born Again"

Salvation: Deliverance from the power of sin- 1 Pet 3:18-22

Sin: To "Miss the mark," un-righteousness; disobedience to God's Word- Ro 3:23; Js 4:17

Wages: Payment- Ro 6:23;

Righteous: Being and doing right; Justice- 2 Cor 5:20-21

Justified: Declaring the guilty "not guilty" (1 Cor 1:30; Rom 3:24).

### TOPICS:

Christ Creator- Col 1:16+

Jesus is God- Jn 10:30; Heb 1:8

Peace- that passes understanding: Jn 14:27

State of Man: Natural, Spiritual, Carnal- 1 Cor 2:14-3:29

Ambassadors for Christ- 2 Cor 5:20-21

Suffering- Grace sufficient: 2 Cor 12:9

Study- 2 Tim 2:15

God's Will- Rom 12:1; 1 Thes 5:16-18

Forgiveness- Ps 130:3

Work for the Lord- 1 Cor 10:31; 1 Cor 15:58

Repentance- 2 Tim 2:19; 2 Cor 7:8-13 (Godly sorrow vs worldly sorrow)

Counseling- Col 3 Focus on God not on problem

Saying "Grace" for food- 1 Tim 4:4-5

Effective Prayer- James 5:16

God's Word effective- Is 55:10-11; Heb 4:12

Why preach- Pr 11:30; 2 Tim 4:2

Satan- Is 14:12-15; Ez 28:11-19

Flee sin, seek good- 2 Tim 2:22

Can't lose salvation- 1 Cor 3:10-15

Follow your heart?? Jer 17:9

Wisdom- Js 1:5

Inspiration of Bible- 2 Pet 1:19-21; 2 Tim 3:16-17

Wicked strut about when vileness is exalted- Ps 12:8

God takes no pleasure in the death of the wicked- Ez 33:11

Why do the Righteous die?- Is 57:1-2

Understanding the Bible- 1 Cor 2:14; Acts 8:30-31

Peer Pressure- Jn 5:44

Don't add to Bible- Pro 30:5-6; Rev 22:18; Deut 4:2, 12:32

Angels saved? Heb 2:16-17

Authority- Ro 13:1-2

Is God Fair?- Ez 33:17-20

Purpose of a Miracle: to authenticate God's message or messenger  
What about those who have never heard?- Ro 1:20;  
Assurance- Ro 8:38