

PINE HAVEN  
CHRISTIAN ASSEMBLY

*2022  
Faculty  
Handbook*

# Pine Haven Christian Assembly Faculty Handbook 2022

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## INTRODUCTION

### **Thank You.**

We greatly appreciate your willingness to serve as a faculty member during the 2022 summer camp session of Pine Haven Christian Assembly. We recognize the hard work and time commitment you are making to our camp program and acknowledge that without you the ministry of Pine Haven just wouldn't happen. We have assembled this handbook to give you the information we think you need to serve effectively. We pray that God will bless your efforts, and hope that your week of camp will accomplish much in the service of the Kingdom of God.

With Encouragement in Christ,  
The Pine Haven Board of Directors

## **Pine Haven Christian Assembly Purpose Statement**

*The purpose of Pine Haven Christian Assembly is to proclaim the gospel message of Jesus Christ through quality camping programs and facilities. The camp board, staff and faculty are to be representatives and witnesses of Christ through their work and life at Pine Haven. Pine Haven is an extension of the church in carrying out the Great Commission of Jesus Christ.*

### **Philosophy of a Camp Week**

- Camp is for the camper. Every camper is a person of great value with different abilities and needs. We must seek to relate and minister to each camper. We want no one to be left out.
- Each faculty member has unique gifts and abilities, and will contribute to the camp week accordingly.
- The quality and consistency of our lives is as important as what we teach or say. We must walk what we talk!

### **General Goals**

- To create an atmosphere of trust, love and concern.
- To challenge each Christian to a deeper commitment to Jesus Christ.
- To challenge each seeker with the life changing message of Jesus.
- To involve and include every camper and faculty member in every aspect of the week.
- To encourage and develop lasting friendships.
- To bring glory to Jesus Christ in all we say and do.

**Pine Haven Christian Assembly Mission Statement:** *The purpose of Pine Haven Christian Assembly is to proclaim the gospel message of Jesus Christ through quality camping programs and facilities. The camp board, staff and faculty are to be representatives and witnesses of Christ through their work and life at Pine Haven. Pine Haven is an extension of the church in carrying out the Great Commission of Jesus Christ.*

## **Pine Haven Core Values:**

### **#1 – God Owned**

Pine Haven Christian Assembly is first and foremost the ministry of God and the camp exists to be a vehicle through which God draws others into a deeper relationship with Himself. Therefore, everyone involved in this ministry is first and foremost a servant of God. People serving in leadership positions will already have a vibrant relationship with God and desire to let Him work through them for His glory. We strive to serve with God's strength and wisdom allowing His character to flow through us.

### **#2 – Bible Based**

The Bible will be the basis for what we teach. We encourage teaching God's Word in creative, experiential, culturally relevant and age appropriate ways. If any aspect of the camp programming violate what's taught in the Bible it will not be allowed. Campers should leave camp transformed by their interaction with God's Word at camp.

### **#3 – People Valued**

Not only has God entrusted us with this ministry but parents have entrusted us with their most prized possession – their children. We strive to provide a safe, nurturing environment where parents have confidence that their children will be safe, loved, encouraged and inspired to deepen their relationship with Jesus.

### **#4 – Jesus Centered**

Pine Haven Christian Assembly is based on the truth that Jesus Christ is the only hope for each individual to have a fully restored relationship with their Heavenly Father. At each camp individual's will have an opportunity to accept Jesus Christ as their Lord and Savior.

### **#5 – Intentionally Planned**

Each week of camp we will strive to have an intentional goal in mind and all elements of programming will be chosen and utilized to build towards reaching that goal. All programming should be seamless intentional and developmentally appropriate with the goal of seeing people's lives transformed for eternity.

### **#6 – Excellence Pursued**

We will strive to provide the very best, God-honoring camp experience possible. Each element of programming (worship, teaching, recreation, special activities, etc.) should be examined to see if it's the very best way to contribute toward reaching the goal for the week.

### **#7 – Relationship Focused**

The ministry at Pine Haven Christian Assembly is motivated by relationships on many levels. On every level of this ministry our hope is that everyone is developing a deepening relationship with God. All those serving Pine Haven as a board member, staff, dean and/or faculty are in a complimentary relationship with our member churches. The staff serves in a supportive relationship with the faculty and the faculty develops relationships with the campers with the goal of allowing their own personal relationship with God to be an example and inspiration to the campers as they discover and grow in a relationship with God.

### **#8 – Transformation Achieved**

At Pine Haven Christian Assembly we are intentionally trying to help campers be transformed into the image of Christ through the use of creative programming. If transformation is not happening we have failed in our mission. This transformation may occur as they accept Jesus Christ as their Lord and Savior. It may also happen as they make a decision to pursue God's calling on their lives in the area of Christian ministry. Or it may occur as their character is molded and shaped by the Holy Spirit to more accurately reflect the fruit of the Holy Spirit. Additionally, we hope and pray that each participant in this ministry will be transformed into the likeness of Jesus Christ.

# FACULTY ROLES AND RESPONSIBILITIES

## The Many Roles of a Faculty Person

In a single day at camp, a counselor functions in several different roles. Your responsibilities carry on around the clock, and you will minister to the campers in a variety of ways.

**Listener:** Be a listener to each of your campers every day. Respond to their concerns and issues. Important to the camp experience is the hang out time during recreation, on the beach, in a canoe, or talking while waiting for a meal or program. Your one on one listening care may be the most important ministry you do.

**Leader:** Often you will be called to make decisions for the group, or lead campers into unfamiliar areas. Other situations call for leading from a background position through suggestions, questions, or merely setting an example.

**Teacher:** The camp counselor is always teaching, sometimes by direct instruction, sometimes by being a role model, or sometimes by reinforcing an existing behavior. Try to avoid the “lecture” approach, but rather devise questions, suggestions, or create learning experiences so the camper can discover new ideas.

**Parent:** For some children, the camp experience may be their first long period away from their family. The camper may see you as a father or mother figure. At times you will need to slip into the parent role to console, encourage, or correct a camper.

**Referee:** Children and youth living in close proximity for a week or more are bound to clash in a number of ways that call for intervention from the counselor. You may be a parent, leader or teacher in these situations. Now and then it is necessary to sit down and arbitrate between two or more campers.

**Organizer:** The counselor motivates and guides campers toward activities that accomplish the goals of the *program*.

**Counselor:** When you listen carefully, take interest, and give counsel when asked for it, you are a *mentor*. You will need to use all your communication skills in a manner that allows the campers to have trust in you.

**Friend:** Counselor and camper can laugh together, cry together, and share thoughts. The counselor is an adult friend, not one of the kids. This places the counselor in a unique relationship; a responsible adult and a friend at the same time. Campers highly value this role the counselor plays.

**Evangelist:** Seek out the spiritual condition of your campers. Don't be afraid to bring up spiritual topics as a part of your natural conversations. Look for opportunities to share your own faith and ask them questions about their own. Some of our campers may never have the chance to hear about Christ and make a decision for him again in their life. **Be Bold!**

**Discipler:** Pine Haven provides a great chance to live out our faith in ways that shows we know how to have fun and also follow Christ. Take the opportunity to disciple your campers like Jesus did. He ate with them, played with them, worked with them, laughed and cried with them, prayed with them, told them stories, **but most of all He loved them.**

## Responsibilities as a Faculty Member

- Give yourself wholly and completely to the kids. (Camp is for the camper!)
- To contribute to the camp week by sharing ideas and suggestions.
- To follow the camp schedule all week long. Be on time and participate with enthusiasm.
- To attend and participate in all faculty meetings.
- To help evaluate the overall week.
- To be a fitting example of one who loves and honors Jesus Christ.

## Responsibilities as a Family Leader

- To foster an attitude of openness, trust and respect in your family group.
- To develop meaningful relationships with your family members.
- To be a loving leader who encourages, helps, disciplines and models Jesus.
- To be sensitive to the needs of each family member.
- To be a good listener.
- To work effectively with your co-family leader.

## Responsibilities as a Teacher

1. Be well prepared and biblical.
2. Be excited about what you are teaching.
3. Communicate on an age appropriate level.
4. Find ways to communicate interactively rather than lecture.

## Responsibilities as a Cabin Mom or Dad

1. Be at camp as early as possible on Sunday to help your campers settle in.
2. Help campers understand and follow camp rules.
3. Help campers accept responsibility for cleaning and keeping order in the cabin.
4. Help campers cultivate good health habits (encourage frequent showers).
5. Moms, remind girls about proper way to dispose of sanitary napkins. Stress that these should never be flushed down the toilet.
6. Be alert to special needs of bed-wetters, sleepwalkers and others with health problems. (Wet beds may be avoided if campers with such problems are taken to the bathroom during the night)
7. Dress appropriately and encourage campers to dress appropriately.
8. Follow the **Two Adult Rule** (always have another faculty member present or be in a public area where others can see you) or the **Three-Person rule** (two campers and yourself). Never be completely alone with a camper.
9. Faculty must be in the designated cabin they are supervising no later than 1 hour after the final bell. This rule is based upon the need for you to be with your campers when required and that late night supervision of campers is much more important than faculty fellowship. Faculty who do not live up to this standard will be asked to leave Pine Haven Christian Assembly.
10. Respect the personal privacy of campers in the bathhouse and cabin quarters.
11. Be sensitive and responsive to camper feelings, needs and fears: the homesick, the overly timid and overly aggressive.
12. Help campers protect their belongings. Report thefts to the Dean. Discourage campers from trading clothing.
13. Make sure that all campers are in their cabin at the appropriate time. (In when the bell rings at night until it is time to get up in the morning)
14. Prevent campers from being outside after lights out—except for bathroom visits.
15. Check your cabins prior to sessions to make sure your campers get to where they should be.
16. Cooperate with the camp medical person for the sake of your cabin members.
17. Participate fully in the Camp Program and assist campers in all phases of it.
18. Facilitate and oversee cabin clean-up at the end of the week.

## Evening Cabin Time

1. It can be helpful to take some time at the end of each day to bring the day to a close. You might consider using some of the following:
2. Review the day – name joys and celebrations, hurts and disappointments.
3. As a group, pray simple prayers of thanks--popcorn style or simple sentence completion.
4. Pray for each of your campers by name. Pray for their specific prayer requests.
5. Look ahead to the next day, what are we planning or looking forward to?
6. Sing a quiet, reflective song--maybe the same one each night to provide a sense of community.
7. Read and discuss a portion of scripture.
8. Tell or read a story or a portion of an on-going story (no ghost or scary stories).
9. Encourage the campers to get a good night sleep so they are rested for the next day's activities. Night time can be difficult for campers coming from stressful homes; this is not the time for pranks or practical jokes.

## Personal Hygiene

1. Adequate rest is important for health and for best enjoyment of the camp experience. Camp is more active and more outside than many normal lives. Be sure campers are getting 8 hours of **rest** each night. When you see your group getting tired or quick tempered, or if something has kept them up late, schedule some extra rest time. Make sure you are also getting adequate rest and some daily personal space. Take advantage of those relaxed times at camp.
2. Make sure your campers are brushing their teeth, taking frequent showers, putting on clean clothes, etc.
3. Bedwetting occurs occasionally, more often with younger campers. An attitude of acceptance and confidentiality can help the camper's feelings after an accident occurs. If you are aware of the potential for bedwetting, please ensure the camper is sleeping on a waterproof covered mattress. Check sleeping bags with gloves and a dry paper towel. If a bag is wet, ask one of the camp staff to pick it up and wash it while your cabin group is away.
4. Encourage campers to take extra fluid at times of physical activity or long periods outside, especially on warm days--dehydration causes headaches and other maladies.
5. Encourage use of sunscreen for extended time in the sun, as on the beach.
6. Footwear should be worn except at the swim area and on the beach.
7. Sleeping arrangements should keep heads 30 inches apart. If two beds are closer than 30 inches have the campers switch which end they have their pillow on so heads are farther apart. The main reason for this is to minimize sharing of communicable diseases (germs.)

# CAMPER-FACULTY INTERACTION

## Camper-Faculty Contact

Faculty are care-takers of children and youth and have a clear power difference with campers (money, mobility, authority, experience, knowledge, different set of rules). Pine Haven has zero tolerance for inappropriate sexual contact with or physical abuse of campers. This can have severe emotional and psychological effects on that camper that can last a lifetime. These reactions can be so severe they can require intensive professional intervention that can be disruptive to the victim's life as well as time consuming and expensive.

## Touch Campers:

1. on the hand, shoulder, upper back.
2. never against a camper's will, unless to protect from clear and present danger.
3. in the company of other adults.
4. never when or where it would have the effect of over-stimulating a camper.
5. never in a place on a camper's body that is normally covered by a bathing suit, unless for a clear medical necessity, and then only with supervision by another adult.

## State Laws Related to Child Abuse:

1. Define camp leaders as mandated reporters.
2. Have the purpose of protecting children.
3. Require reports based on suspicion of abuse (physical, emotional, or sexual), not proven abuse. Report suspicion of abuse to your camp manager and the Dean, but otherwise keep the information in confidence.

## Sensitive Issues

When we build trust and openness in a group we can have troubling questions, concerns, and issues raised. Faculty are not expected to have all the answers and we must be careful. If the topic makes you uncomfortable, or is highly sensitive or inflamed, acknowledge the interest, state that you are uncomfortable discussing the matter at this time and defer the discussion for later. Review the matter with the Dean as soon as you can and then follow up. Socially sensitive issues may include such things as smoking, drugs, tattoos, body piercing, sexuality, dating, cults, religions, ghost or horror stories, divorce, and personal lives of faculty.

## Some Faculty Guidelines

1. There should be no hazing or "initiation" of campers by faculty or campers.
2. Faculty should not be alone with a camper at changing or showering times, or alone with a single camper in sleeping quarters.
3. A faculty member will under no circumstances share a bed or sleeping bag with a camper.
4. Faculty will set limits with children who "cling" or hang on them.
5. Pillow fights or wrestling matches and the like can become over-stimulating in short order. They should be discouraged.
6. Romantic lives and sexual experiences of faculty members are not to be shared with campers, even when campers ask.
7. All campers and faculty should stay out of other sleeping areas unless on camp business.
8. Faculty should be aware of the adolescent tendency to develop hidden or secret romantic fantasies. Tell other faculty of suspected infatuations. It is important that at our teenage camps to minimize faculty time spent one-on-one time with a camper of the opposite sex.
9. No back rubs/foot rubs.
10. When hugging, use one arm only.
11. Limit tickling, and use extreme care. Try to avoid tickling with the campers. When tickling occurs, it should be kept to a minimum, and should never occur when the camper wants tickling stopped.
12. Wrestling between faculty and camper is to be avoided and discouraged.
13. One-on-one times should be in open areas with others nearby!
14. After camp contact must be initiated through the camp manager and parental consent is needed.

## If a Camper talks about Contemplating Suicide

- Any conversation about considering suicide should be taken seriously.
- Faculty must report the conversation to the Dean as soon as possible.
- The Dean must share the information with the camp manager.
- The Dean and or camp Manager should contact the camper's parents and make them aware of the nature of the threat.
- The camper should be closely monitored throughout the camp session.
- In the context of the camp session, the information will be held in confidence by the camper's family leaders, the Deans, and the camp manager.

# RULES, POLICIES, AND PROCEDURES

## Upholding Rules, Policies, and Procedures

You must be well acquainted with and committed to upholding the camp policies and procedures.

### Camp Rules

1. All faculty, campers, and visitors are to abide by the camp schedule and rules.
2. No one is permitted to leave the campgrounds without the consent of the Deans.
3. All visitors must be approved by dean and camp manager, sign in with manager or staff, and wear provided visitor identification tag.
4. No tobacco, alcohol, or other drugs are allowed. If you have an addiction, please talk with the Deans.
5. Report sickness or injury to camp medical personnel at once.
6. All medications need to be given to the camp medical personnel, who will dispense them to you as needed throughout the week.
7. The lifeguard is in charge at the waterfront. The lake is off limits except during regular swimming periods.
8. Help keep the campgrounds clean. Please don't ruin the trees by peeling off the bark. Also, conserve the shoreline by not throwing rocks in the lake.
9. Cell Phones are NOT permitted at youth camps. They will be turned into/collected at registration and returned to campers at departure.
10. Smart watches, radios, iPods, AirPods, tablets, laptops, magazines, comics, fireworks or any explosives etc., are not allowed. If you have any of these things, please leave them in your vehicle or give them to your cabin mom or dad for safe-keeping until the end of the week.
11. Campers are not to bring weapons of any kind.
12. The kitchen is off limits to all faculty and campers. If you need to make a phone call, talk to the Dean.
13. For your safety, please wear shoes at all times.
14. Bathrooms on the second level of the dining hall are for faculty only.
15. Destruction of camp property in any manner is prohibited, including writing on walls of cabins or buildings.
16. The deans and camp manager will enforce all the rules posted above and pass judgment in these and other matters. Violators may be sent home.

### Policies and Procedures

Use dedicated phone for outgoing calls.. Campers need permission from the Dean to make any phone calls.

Avoid using Dining Hall and Kitchen utensils and food in skits. The Staff will do their best to help you improvise with materials we have at camp. (Please think through your needs prior to camp time).

Food Fights are not permitted.

The Kitchen, Canteen (staff area) and Walk in Freezer are off limits to faculty at all times.

Please do your part to conserve electrical energy and water use.

Remind campers not to peel bark off of the trees and not to throw rocks into the lake.



Do not bring family members to camp who are not involved in the camp program, especially children whose age group is not being served by your session. Exception to this policy requires the permissions of the Dean and Manager. Any visiting family members are subject to meal rates and camp rules. They must check-in with the manager upon arrival.

No pets are allowed at Pine Haven with the exception of service animals.

Couple-dances are not permitted.

Remind campers to replace canoes, life jackets, and paddles when they are through using them.

During Family Week and Family Weekend, parents must be with their children when the canoes are being used and to encourage them to return all canoes, lifejackets and paddles to the proper places.

Faculty persons should apprise the Dean of teaching supplies and equipment needs well in advance of the camp session so he or she can purchase or arrange for what is needed.

Any lyrics photocopied or projected for use in corporate worship must be marked with the CCLI license number of Pine Haven, CCLI 2399249, or your home church's CCLI license #.

Also, any movies that will be shown at camp must be on the CVLI (license for videos) list of movies. Check with the dean to ensure your movie is allowed under our licensing agreement.

Dean's must preview any videos being shown at their week of camp to insure that the content is fit and edifying for our campers. Contact your Dean to be sure the movie is covered under our CVLI license.

All camper information is strictly confidential and is not to be shared with other organizations or individuals outside of the ministry of Pine Haven Christian Assembly.

### **Dress Code**

Dress while at PHCA is encouraged to be casual and expected to be modest. Our clothing choices give us an opportunity to represent Christ. 1 Peter 3:3-4 is an excellent model by which to choose your clothing, *"Don't be concerned about the outward beauty of fancy hairstyles, expensive jewelry, or beautiful clothes. You should clothe yourselves instead with the beauty that comes from within, the unfading beauty of a gentle and quiet spirit, which is so precious to God."* (NLT)

We encourage good judgment to be used on all articles of clothing. No halter-tops, tube tops, spaghetti strap tank tops (tank top straps must have straps greater than 2" in width), strapless attire, bare midriff, mini-skirts, spandex shorts, or low riding shorts/pants at any time (all outer garments must cover undergarments at all times). In addition, any explicit images, advertisements (alcohol, tobacco, etc.), or inappropriate wording is not permitted. When not at the waterfront, shirts and shoes must always be worn. Proper waterfront attire is a one-piece bathing suit that follows other clothing guidelines for ladies and trunk-style shorts that follow other clothing guidelines for men.

Deans or faculty may request that a camper change their clothing or swimwear based on their own discretion. Should further questions arise about an article of clothing, the camp manager will have the final authority. Failure to agree to this standard of dress may result in acquiring proper clothing at the camper's expense or removal from the week of camp.

**NOTE:** Traditionally, many of the camps have one dress-up night a week, so be sure to bring one nice outfit for that night.

# SPIRITUAL COUNSELING

## If a Camper wants to become a follower of Christ

At Pine Haven Christian Assembly we practice baptism by immersion based upon our understanding of the New Testament. The Bible teaches that God saves us by His mercy (Titus 3:4-5) and grace (Ephesians 2:8-9). Our acceptance of God's offer of salvation is called faith. This acceptance of God's offer is symbolized by the act of baptism throughout the book of Acts and was always the first expression of faith, not separate from it. Therefore, when a person is ready to make a commitment to Christ we invite him/her to receive Christ in baptism. The act of baptism (simply getting wet with water) cannot save an individual. We are saved only through accepting Christ's sacrifice on the cross for our sins. Baptism is the outward demonstration of the believer's acceptance of Christ.

## Guidelines for Baptism Invitations

### Why Should a person be baptized:

A person should be baptized to follow the example of Christ (Mat. 3:13-17), to obey Christ's command (Mat. 28:18), to accept forgiveness of sins (Acts 2:38; 22:16), to receive the Holy Spirit (Acts 2:28), to express trust in Christ (Acts 8:12-13), and to testify to God's work in his or her life (Romans 6:1-8; Galatians 3:27). Baptism by immersion connects us to Christ in the sense that we give up control of our lives (symbolized by being immersed into a water grave) and rise (or resurrect) to a new life where we allow God to control our life (Romans 6:1-14). And as we daily offer up ourselves to God's control and will (Romans 12:1-2), God works within us to make us more and more like Jesus in our character and actions.

In following up with a person who has expressed a desire to be baptized discuss the following points:

- Ask them why they would like to be baptized and where they would like to be baptized (at home or at camp).
- Ask them to state in their own words the reason they want to be baptized. (This is to determine whether this is something they personally are committed to or are just going along with their friends).
- Ask them what has led them to this decision (helping them to think through the process God has been leading them on up to this point).
- Pray with them, thanking God for His involvement in their life drawing them to this point.

During 4<sup>th</sup> grade and 5-6<sup>th</sup> grade camps, invitations to Christian Discipleship are limited to one evening. However frequently the invitation to Christ is given during other weeks, the call to accept the salvation and lordship of Christ should be given clearly and free of emotional manipulation.

## Procedures for Baptisms

If a camper expresses a desire to follow Christ in baptism you must contact the camper's parent(s) or guardian(s) and arrange for their consent. No person under the age of 18 is to be baptized without parental consent.

If you have a camper who's expressed a desire to be baptized you need to inform your camp dean and they will help you understand the proper procedures involved in baptizing someone. We encourage all those performing baptisms to familiarize themselves with the Canoe area (where the baptisms are performed) to know where the bottom of the lake starts to drop off and/or gets muddy and soft. If this is your first time to baptize someone, please take time to consult with knowledgeable faculty and practice the physical process in the lake.

When baptizing someone we suggest you use one of the following baptismal formulas as a pattern:

*(Name), upon the confession of your faith in the Lord Jesus Christ, your repentance from sin and in obedience to His command, I now baptize you into the name of the Father and of the Son and of the Holy Spirit; for the forgiveness of your sins, and the gift of the Holy Spirit.*

Or

*(Name) because you believe that Jesus is the Christ, the Son of God, and have accepted Him as Lord, you are now being buried with Him in baptism, in the name of the Father, and of the Son, and of the Holy Spirit. Buried with Christ, raised to walk in newness of life.*

- Walk slowly out to the baptismal spot, allowing adequate time to adjust to the water temperature.
- Allow the more experienced faculty to go first and observe their method of baptism
- Remember that this is a holy, reverent and joyous occasion and not a time for nervous humor.
- Articulate the full name of the baptismal candidate.

- Perhaps consider sharing what led the baptismal candidate to this point of commitment.
- Safely immerse and raise candidate (instruct the candidate to grab your forearm for stability and plug their nose with their hand that covers their face, thus avoiding water rushing in.
- Be dressed modestly as befits the occasion.

### **Following up a Baptism**

1. The dean is responsible for obtaining a completed baptismal certificate from the camp office and either giving it to you or they will give it to the person who was baptized.
2. Encourage the newly baptized in the next steps of daily Bible reading, daily prayer, and joining with others who love Christ in a local Church.

### **Rebaptism:**

"Rebaptism...it is sometimes the case that a young person will doubt the validity of their baptism, for any number of reasons and factors. There are times when re-baptism may be appropriate, but in the majority of instances an opportunity to talk through their feelings, read through scripture, and prayer with a trusted faculty person brings the renewal they seek."

For additional guidance see our Rebaptism information sheet (as a handout and also posted on the camp's web site.

# DEALING WITH EMERGENCIES AT CAMP

## Medical Emergencies

Pine Haven Christian Assembly has accident insurance covering those instances where it is liable for camper injury. The cost for all other medical treatment of campers is billed to the camper or the camper's parents.

The camp medical person provides supervision and care for campers needing medical attention. He or she reviews camper and faculty health forms at the opening of the camp session. This person is responsible for administering drugs to campers, providing first aid (with exception of other certified staff) and temporary infirmary care.

The Camp Manager in consultation with the Camp Dean and medical person must make decisions for hospital and clinic attention or parental notification.

## Other Emergencies

Pine Haven Christian Assembly is in an area served by 911 and the Hubbard County Sheriff's Department. (Phone 218-732-3331)

The Camp Manager and the Dean of the week will coordinate to handle all weather emergencies.

Directives:

### Severe Thunderstorms and Lightning:

1. Clear the swimming area
2. Bring in watercraft by sounding emergency horn (3 blasts at 20-second intervals for 2 minutes.
3. Campers are to assemble in the basement of the Curtis Hotel with team/family leaders for head count.

### Tornado and High Winds:

1. Signaled by continuous ringing of camp bell and or steady sounding of emergency horn.
2. Campers assemble in Curtis Hotel Basement with team/family leaders for head count.
3. Camp manager direct any evacuation (if any is necessary)

### Fire Emergencies:

1. Signaled by continuous ringing of the camp bell or steady sounding of emergency horn.
2. Campers and faculty assemble in their teams/families on the softball field for a head count, unless directed otherwise by the camp manager or staff. Take the furthest route away from the fire's location.
3. The Camp Manager directs evacuation or other procedures.
4. Calls for assistance are to 911 or the Sheriff's Department, 732-3331. The Park Rapids Volunteer Fire Department services the camp. They are only 7 miles away.

**Note:** Campers and faculty should not assist in extinguishing fires unless such aid is requested by the Camp Manager or in the event of her absence, the Assistant Manager and Dean. Fire extinguishers located by the doors of all cabins and in the middle rooms of Curtis and Deborah/Esther are there for the sole purpose of aiding people in getting out of the cabins in the event of a fire. Faculty volunteers should not attempt to fight a fire as a part of their duties.

### Lost Camper

1. Signaled by sounding emergency horn and camp bell continuously.
2. All campers and leaders assemble at Dining Hall for head Count.
3. Manager and Dean will notify leaders when alert is ended.

### Waterfront Emergencies

1. In the event of a missing swimmer or waterfront emergency Manager will contact Dean to recruit faculty and meet Assistant Manager at Bell for direction on search, crowd control and preparation for Emergency Medical Personnel vehicles.
2. Canoe staffer will assemble available staff and faculty members to help lifeguard search waterfront area.
3. Manager will notify Dean and leaders when alert is ended.

**Note:** No faculty or campers are to participate in the search of lost camper or missing swimmer unless requested by the Camp Manager.

## TRAINING AND APPLICATION TO COMPLETE BEFORE CAMP

### Faculty Registration and Screening

Faculty must register and complete their health forms, screening and Child Abuse Prevention requirements through our online faculty registration process.

- Contact your dean for the registration link or find it at [pinehavencamp.org](http://pinehavencamp.org).
- Set up your account, register for the weeks of camp for which you are serving and complete your screening requirements.
- This process includes the necessary reading for our Child Abuse Prevention Training (plan on about a half hour to register) as well as watching the video on Child Abuse Prevention (part of the registration process). You can begin your registration process and return to finish later if you need.
- The online registration includes all the required screening forms. After submitting the registration, the camp will send an email with a link to complete a background check. You will need your driver's license, social security number, health insurance numbers and reference names and emails in order to complete the online registration.
- All faculty members under 18 are required to have their parent's sign (electronically) giving permission for their child to serve as faculty at camp.
- Due to the time limits of attaining background checks and endorsement forms from references, **all faculty, including deans, must complete the on-line registration no later than 4 weeks prior to the week of camp for which you are serving.** If the registration process is not complete, you will not be allowed to serve.
- *All faculty members must check-in with the staff at registration before unloading and settling into their cabin.*

### Faculty Training and Education on Prevention of Child Abuse

In an effort to provide relevant and timely training, all faculty are required to complete the training listed below before their week of service. This training is required annually.

- Read the educational piece provided in the Faculty online registration.
- Read PHCA's Child Abuse Prevention Policy provided in the Faculty online registration.
- Watch the video on Child Abuse provided in the Faculty online registration.
- Background check authorization and required screenings are completed in the online registration.

# **PINE HAVEN CHRISTIAN ASSEMBLY**

## **Child Abuse Prevention Policy**

### **Introduction**

Pine Haven Christian Assembly recognizes the importance of providing a safe environment for the youth attending our camp. Our Christian faith calls us to offer both hospitality and protection to children. Jesus said, "Whoever welcomes [a] child... welcomes me." (Matthew 18:5). He also said, ". ." (Matthew 18:6). We believe children must be protected from physical and sexual exploitation and abuse. God calls us to make our camp a safe place, protecting children and other vulnerable persons from sexual and physical abuse. Therefore, we adopt this policy for the prevention of child abuse in our camp.

### **Purpose**

Our camp's purpose for establishing this Child Abuse Prevention Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our campers.

### **Statement of Covenant**

Therefore, as a Christian Camp, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our campers as well as all of our workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of staff and faculty; we will implement prudent operational safeguards in all programs and events; we will educate all of our staff regarding the use of all appropriate policies and methods (including first aid, CPR and methods of discipline); we will educate all of our faculty regarding the use of all appropriate policies and methods; we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

### **Conclusion**

In all of our ministries with children and youth, this camp is committed to demonstrating the love of Jesus Christ so that each camper will be protected, safe and confirmed and strengthened in their faith.

Adapted from *Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church* by Joy Thornburg Melton © 1998  
Discipleship Resources, Nashville, Tennessee.  
FM:S811 (3-2002) JTM

## Definitions

Staff	Those hired by Pine Haven Christian Assembly to work for the summer.
Dean	The volunteer person or persons organizing and leading the camp program for a particular week.
Faculty	Volunteers functioning as camp counselors, cabin monitors, and teachers.

## Safety Measures in selection of Staff and Faculty Staff

1. Application required
2. Three references required and checked
3. Face to face interview done whenever possible
4. Background Checks run on each staff person
5. Primary Screening Form required
6. Training and Education on Prevention of Child Abuse required

## Faculty and other volunteers

1. Secondary Screening Form required
2. Endorsement required
3. Training and Education on Prevention of Child Abuse required

## Safeguards

1. Pine Haven strives for a 1:5 Faculty/camper ratio to ensure proper protection and supervision of campers.
2. Two Adult Rule observed. No faculty or staff is ever to be completely alone with a camper – they are to always have another faculty or staff member present or be in a public area where they can be seen by others.
3. Faculty and staff are expected to avoid physical contact, especially at the swimming area. Full frontal hugs are not acceptable. Side hugs are preferred.
4. At least one Cabin Mom/Dad must be present whenever the campers are to be in the cabin. We strive for two cabin leaders to be present after lights out.
5. Faculty and staff are expected to respect the personal privacy of campers in the bathhouse and the cabin quarters.
6. Visitors of Pine Haven are expected to check-in with the Camp Manager upon arrival.

## Training and Education on Prevention of Child Abuse

1. All Staff, Faculty and Volunteers will be educated on Pine Haven's rules, regulations and Child Abuse Prevention policies during Staff and Faculty orientations
2. All Staff, Faculty and Volunteers will complete the Child Abuse Prevention training as set forth in the Dean's Manual and the Staff Manual.
  - If you are a returning faculty member from last year, you will need to read the "*Child Abuse Prevention Policy*" and the "*Age Group Characteristics*" Article on the camp's website. We require that faculty members watch the Child Abuse Prevention Video once every two years.
  - If you are new faculty member (within the past 2 years) you will be required to read the articles above as well as watch the Child Abuse Prevention Video.
3. All Staff, Faculty and Volunteers will be provided resources for further education on the camp's website.

## **Appropriate Methods of Discipline**

Campers follow the lead of their counselors. Therefore, counselors who exhibit strong leadership and a genuine interest in the campers will avert many discipline problems. When discipline is necessary, the focus is to correct rather than simply dole out punishments. Use creative correction and good communication while dealing with a disciplinary situation. Most of all look for the opportunity to teach through the process.

## **Preventing the Need for Discipline**

1. Invest yourself in the campers. Spend time getting to know them. Work on knowing all your cabin camper's names by the end of the first day.
2. Show love to the campers. Positively reinforce them and show a genuine interest in each of them.
3. Set your cabin parameters and structure the first night. Setting out your expectations at the front will avoid trouble later.
4. Expect their best. Campers will rise to the level of your expectation. Set it low and they'll comply. Set it high and they'll go for it.
5. Keep on top of things. Take care of little problems right away. Campers view a lack of disapproval as approval.

## **Discipline Procedures**

1. Never handle discipline or conflict with a camper alone. Always have another faculty/staff person present.
2. Remove camper(s) who are misbehaving and get them calmed down.
3. Assess the situation by questions as well as observation.
  - Have each camper describe what just happened.
  - Understand the cause/effect relationship
  - Determine what needs to be done about the incident. Grace and right living must be implemented. Consider offense and any apologies, reconciliation or restitution needed.
  - Is a warning/reminder necessary? Do you need to communicate this to the Dean or the Camp Manager? (Camper missing, incident involving drugs/alcohol and damaged property need to be reported to the manager.)
  - Consider the life training opportunity. What does God think about fighting? "It's not what's coming at me; it's what's coming out of me." How does God want us to treat one another? How do you feel God would have us care for the world He made?
  - Call out the best in the camper. Express positive observations about them and call them to live up to their potential.
4. Communicate acceptance and love for the campers throughout the process.
5. The use of physical discipline is forbidden and will result in dismissal of the staff or faculty. However, if a camper is hurting him/herself or another camper, it is the faculty/staff member's responsibility to restrain him/her.
6. The use of derogatory terms is not tolerated.
7. Make sure the consequence fits the crime.

## **Procedure for Reporting a Suspected Incident of Abuse**

### **Underlying Principles of reporting procedures:**

1. Any allegation will be taken seriously.
2. Every situation will be handled forthrightly with due respect for privacy and confidentiality of those involved.
3. Notification will be made to the appropriate parties.
4. Full cooperation will be given to civil authorities under the guidance of an attorney.
5. Care will be shown for the well-being of a victim and their family.



## **A Summary of Child Abuse Reporting Requirements for Minnesota**

**Statute:** M.S.A. 626.556

### **What is reportable abuse:**

(1) sexual abuse by "a person who has a significant relationship to the child" (various relatives), a "person in a position of authority" (any person who is a parent or acting in the place of a parent, or a person who is charged with responsibility for the health, welfare, or supervision of a child, no matter how brief); (2) physical abuse by "a person responsible for the child's care" (an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching) [626.556]

### **Who are mandatory reporters:**

A person who knows or has reason to believe a child is being abused, or has been abused within the preceding three years, and who is (1) a professional who is engaged in the practice of the healing arts, social services, psychological or psychiatric treatment, child care, education, or (2) "employed as a member of the clergy and received the information while engaged in ministerial duties, provided that a member of the clergy is not required by this subdivision to report information that is otherwise privileged"

### **Where to report**

The local welfare agency, police department, or the county sheriff.

### **What is the clergy privilege regarding reporting**

"A member of the clergy is not required . . . to report information that is otherwise privileged" [626.556]

### **Reporting Procedures for an allegation of abuse occurring at Pine Haven made against a volunteer or staff.**

1. Faculty will report allegations to the Dean; staff will report allegations to the Camp Manager. State law protects reporter from liability when they report actual or suspected abuse, so long as they do not act maliciously.
2. The Dean will report allegations to the Camp Manager.
3. Faculty or staff member will document allegation using "Abuse Allegation Information Report" attained from the Camp Manager.
4. The Camp Manager will contact the Chairman of the Board to assess situation.
5. All accusations will be taken seriously. However, if the accusation is found to be obviously frivolous, no further action will be taken.
6. Should the Camp Manager and the Chairman of the Board believe the alleged abuse is maltreatment as defined in M.S.A. 626.556, the Chairman of the Board will contact our insurance agent and an attorney.
7. Should the Camp Manager and the Chairman of the Board believe the alleged abuse is a maltreatment as defined in M.S.A. 626.556, the camp manager shall report the same to the local (Hubbard County - 218-732- 1451) welfare agency or sheriffs department.
8. The Camp Manager will contact the victim's family upon the recommendation of the Chairman of the Board. Camp manager will reassure victim and victim's family that the complaint is being taken seriously; that we have procedures in place for complaints and they will be followed to ensure proper follow-through; and that the camp desires to extend care and support in whatever ways possible to the victim and the victim's family. The family will be encouraged to seek support from their local church minister.
9. If accused is a faculty volunteer at Pine Haven, they will immediately be relieved of their duties and removed from their cabin supervisory role. They will be dismissed from their services for that week. If the allegation is found to be false, they may serve at another time. If the allegation is substantiated, they will not be allowed to serve as a volunteer at Pine Haven again.
10. If accused is a staff member at Pine Haven, they will immediately be relieved of their duties and placed on an unpaid leave of absence during investigation. They will move off the campgrounds at their own expense and return for any investigative procedures at their own expense. If the allegations are substantiated with clear and convincing evidence, they will be dismissed. If the allegations are found to be false, they will be reinstated. Any back pay and/or reimbursement of expenses will be assessed and determined by the board chair and the manager. If findings are inconclusive the accused may or may not be reinstated, based upon the totality of the evidence.

## **Reporting Procedure for an allegation of abuse that occurred before the camp week and not involving any Pine Haven personnel.**

1. Faculty will report allegations to the Dean; staff will report allegations to the Camp Manager. State law protects reporter from liability when they report actual or suspected abuse, so long as they do not act maliciously.
2. The Dean will report allegations to the Camp Manager.
3. Faculty or staff member will document allegation using "Abuse Allegation Information Report" attained from the Camp Manager.
4. The Camp Manager will contact the Chairman of the Board to assess situation.
5. All accusations will be taken seriously. However, if the accusation is obviously frivolous, no further action will be taken.
6. Should the Camp Manager and the Chairman of the Board believe the alleged abuse is maltreatment as defined in M.S.A. 626.556, the Chairman of the Board will contact our insurance agent and an attorney.
7. Should the Camp Manager and the Chairman of the Board believe the alleged abuse is a maltreatment as defined in M.S.A. 626.556, the camp manager shall report the same to the local (Hubbard County - 218-732- 1451) welfare agency or sheriffs department.
8. The Camp Manager will contact the victim's family upon the recommendation of the Chairman of the Board. Camp manager will reassure victim and victim's family that the complaint is being taken seriously; that we have procedures in place for complaints and they will be followed to ensure proper follow-through; and that the camp desires to extend care and support in whatever ways possible to the victim and the victim's family. The family will be encouraged to seek support from their local church minister.

## **Procedure to Respond to Media Inquiries**

1. The designated spokesperson for any media inquiries regarding a case of child abuse allegation is the Chairman of the Board.
2. No one else is permitted to speak officially on behalf of Pine Haven to any media outlet unless approved by the Chairman of the Board.
3. Spokesperson will communicate Pine Haven's concern for all victims of child sexual abuse and that we take our allegations seriously.
4. Spokesperson will be briefed by an attorney regarding legal concerns and the content of any public comment.

## Abuse Allegation Information Report

### Victim:

Name \_\_\_\_\_  
Age \_\_\_\_\_  
Gender \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

### Alleged Perpetrator:

Name \_\_\_\_\_  
Age \_\_\_\_\_  
Gender \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**Nature of the misconduct alleged to have occurred:**

**How many times has this misconduct occurred?** \_\_\_\_\_

**Dates and Locations of the incidents:**

**Relationship between the victim and the alleged perpetrator:**

**Other evidence that supports the allegation (eyewitnesses, medical exams, confessions, etc.):**

## Seven Skills of Highly Effective Counselors by Bob Ditter

Whether you are a volunteer, a new staff member or a seasoned counselor, working with campers can be both rewarding and challenging. Children can be fun, warm, engaging and energetic. They can also be cranky, mean to one another, over-stimulated and stubborn! Being successful with campers requires that you have a consistent approach and a firm grasp on a handful of skills to deal with unwanted behavior as it shows up. The following seven skills are ones I have seen successful counselors use most often when working with campers.

### **Skill #1: Don't pick up the rope!**

Of all the things I say to counselors, this is the one they tell me is the most important and the most useful. When campers challenge you, it may be tempting to get into a power struggle with them. This is so easy to do that even teachers and parents fall into this trap! I call this the emotional tug of war, with you pulling on one side saying, "Look, I'm the counselor, you have to listen to me!" And a child on the other side saying any of a number of things, like, "I don't make my bed at home, so I don't have to make it here!" When you get into that struggle, you are actually less effective because children are then reacting to your anger or frustration and not your good intentions. They derive great satisfaction knowing they have "gotten" you!

The most effective way to respond when a child "throws us their rope" is not to pick it up! There are a whole host of things children can say that may trigger us, so it is best to be aware of them and practice how to respond. Following are a few examples:

**Camper:** *"You're not my parent... I don't have to listen to you!"*

**Effective response** (spoken calmly): *"You're right; I'm not your parent. And everyone knows that at camp we all help clean up."* (Then encourage them and move on!)

**Camper:** *"My father/mother is a lawyer... I can get you sued!"*

**Effective response:** Ignore the threat—responding to it would be picking up the emotional rope. Simply, but calmly, state that you are glad the camper's parent has such a great profession, and you still expect them to clean-up, wash their hands, help out, or whatever the request is that you've made of them.

**Camper:** *"My parents pay a lot of money for me to come to this camp! I can do what I want!"*

**Effective response** (again, spoken as calmly as you can): *"I'm glad your parents are able to send you here. That's great! And...you and I both know (remember this phrase, you can use it over and over) that your parents didn't send you here to be wild. And...everybody knows that part of camp is cleaning up; helping out; going to activities; etc."* Then move on!

The most important part of "don't pick up the rope" is staying calm. This takes some practice. Make it a game with yourself—that you refuse to let a camper push your button. If they succeed, they win and you lose! (Actually, if they succeed in "pushing your button," everybody loses!) Also, responding with a sarcastic comeback, while tempting, only encourages many campers to prolong the argument. Sarcasm is just another way of picking up the rope!

### **Skill #2: Enter their world.**

One of the reasons campers do not comply with counselor requests is because they are actually looking to engage you. Behind this desire for attention is a longing for adults to take an interest in their world—their reality. For example, if you encounter a camper sitting on their bed playing a game or reading a book when they should be cleaning up, instead of simply barking orders, you might take a moment to be interested in what they are doing. This is like seizing the opportunity to gain a window into their world—their interests, concerns and so on. A few moments spent looking at something together in a kind of momentary "time out" with a camper may eventually result in much more compliance on their part.

In this day of instant messaging, cell phones, weblogs and other technical ways of "being connected," many children long for the simple attentions of a real, present, interested adult.

### **Skill #3: State your expectations and detach!**

This is an especially effective technique to use with Teens, though it works equally well with younger children. The technique has four steps, as follows: 1) When a camper is not complying with a request, like getting to an activity on time or pitching in to do their part of clean-up, state what you expect clearly and simply. 2) Avoid getting into an argument (picking up the rope!) when the camper complains or tries arguing. Remember, most children would rather argue with you than do what it is they are supposed to do. 3) Restate your expectation, simply and without responding to any arguments being thrown your way. 4) Detach. This means walk away! Move on to your next task or the next camper and leave the camper you just spoke with to deal with the dilemma of defying you. If they do defy you, go to skill #7 below.

**Skill #4: Redirect!**

This technique is used by all parents, day care teachers, school professionals—in short, just about anyone who works with children. When you find campers engaging in some kind of play or activity that is potentially harmful or dangerous or emotionally hurtful to someone else, try redirecting or channeling their energies into a different activity. In other words, capitalize on their momentum and simply move it into an activity that is interesting, but less risky.

At rest hour, for example, left by themselves, many campers tease one another or get noisy and restless. Creating quiet chess, checker or card game tournaments can help keep campers occupied in ways that are a change from the hectic pace of camp, but still engaging.

**Skill #5: Make campers “right” about what they are “right” about!**

Many times campers will try to avoid doing what they are asked by engaging us in an argument. Children today seem especially adept at this diversionary practice, so you need something that works. The most effective way to deal with this is to make campers “right” about what they are right about. For example, if a camper complains about it being too hot, and uses this as an excuse not to do their chore, agree with the part that is “right,” as follows: “You’re right! It is hot!” Pause for a moment and let this sink in, then continue: “and...we still have to clean up!” Campers may not like your response any better, but it will help you stay out of an argument and move on.

**Skill #6: Separate a camper from their audience.**

There are times when campers may become highly provocative or resistant to counselor instructions. If you feel a camper is having an especially difficult time, taking them away from their group (or having their group move on without them with another adult to supervise them) may help them settle down. Sometimes campers “play to an audience,” and other times they may simply feel less secure and more threatened in front of their peers. In either case, separating them from their group may help.

**Skill #7: Getting back to respect.**

When a camper refuses to do something that is expected of all campers, such as cleaning up, listening to a counselor or going to activities, it often helps to take them aside to speak with them. Once you and the camper are somewhat away from the group, say, “I have asked you, in a respectful way, to listen to me (or whatever the request is). Are you telling me that if I ask you in a respectful way, you are going to refuse me?” Then be silent and wait. If the camper is still defiant or provocative, it is time to go to your supervisor with your camper and say, in front of the camper, “I have asked Jason in a respectful way to (name the request—clean up; go to their activity on time; listen while I am speaking to the others; etc.) and he/she has refused.” Your supervisor should then verify this with your camper in front of you. “Is this true, Jason? Is it true that Mike, your counselor, has asked you to (name the request), and they have done it in a respectful way, and you have refused?”

What this approach does is cool the situation down, enlist the support of your supervisor (without you giving up your position as the camper’s primary care-taker) and move the discussion to a higher-stakes level. Most campers comply or begin talking about what they need in order to comply. Campers who are still defiant at this point might need further intervention with the camp director or in a conference call with parents, arranged not by you, but by your supervisor.

**Summary**

In looking at these skills it is important to remember three things. First, campers will more likely watch and emulate to what you do rather than listen to what you say. Whether you know it or not, you are a powerful role model. Behave the way you want your campers to behave. Second, keep your cool! Young or inexperienced counselors think the louder they scream or the more forcefully they speak to campers, the more in awe of them campers will be. This backfires. Power with children comes through influence, not force. Third, have reasonable expectations. In the short time you have with campers you may be able only to manage their behavior, not change it. The skills above are designed to help you do this. Like any other set of skills, the more your practice, the better you will become. Mastering skills with children not only helps them grow, it helps everyone get more of the good there is to get out of camp.

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[www.bobditter.com](http://www.bobditter.com)

## **WE ADULTS TALK TOO MUCH BY BOB DITTER**

Can you ever remember a time when you had done something wrong as a child and an adult went on and on in their lecture to you even though you got the “message” after the first two minutes? I think everyone has a story like that. There are three key points to be made about being brief in our communication with children today, as follows:

Once children “get” what we are trying to say, if we continue to talk we are actually impeding or interrupting them from assimilating the insight or line of reasoning we have just shared with them. The human brain cannot consciously attend to more than one thing at a time. By making children listen to us go on and on, we are preventing them from mulling over or internalizing what we have just said. It’s one or the other—they can’t do both at the same time!

Once we have made our point plain, belaboring our message may make us feel better, but it then becomes a way of humiliating and belittling the child. Creating such feelings in a child may do a great job of making them feel resentful (and in turn, less compliant) but it probably actually works against any hope of them actually taking in what we are saying. We have to make a decision: Is our intention to make a child feel bad or change their behavior?

Because of the popularity of texting, instant messaging, Twitter®, e-mail and other virtual and electronic forms of communication, children are used to picking up critical bits of information in very short bits. They may actually be better at teasing out the essential part of what we are saying than we are in saying it! “Brief” is the hallmark of modern communication!

Being brief does not mean we can’t be thorough. It simply means getting to the point quickly and then ending for maximum impact.