

EASTERN NORTH CAROLINA
CHURCH OF GOD

YOUTH CAMP MANUAL 2023

HIGH SCHOOL | MIDDLE SCHOOL | KIDS



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ENC CAMP MISSION

EVERYTHING WE DO AT CAMP IS FOR THE GLORY OF GOD AND THE BENEFIT OF THE CAMPERS.

If anyone speaks, let him speak as the oracles of God. If anyone ministers, let him do it as with the ability which God supplies, that in all things God may be glorified through Jesus Christ, to whom belong the glory and the dominion forever and ever Amen. 1 Peter 4:11 (NKJV)

And Jesus grew in wisdom and stature, and in favor with God and men. Luke 2:52 (NIV)

Our Camp Mission is to:

Bring Glory to God

We seek to accomplish this by:

- Introducing campers to God—Evangelism
- Teaching campers about God and his word—Discipleship
- Modeling a Godly life before the campers—Mentoring
- Enabling campers to experience God—Worship
- Encouraging campers to discover their place in the body of Christ—Enfolding

Bring Benefit to the Campers

We seek to accomplish this by:

- Providing activities and environments which initiate and encourage growth in each of the following realms of human development.
- Wisdom—Mental/Intellectual Growth
- Stature—Physical Growth
- Favor with God—Spiritual Growth
- Favor with man— Social Growth

Our Goal is to make camp **THE BEST WEEK EVER!**

CAMP WORKER & REPORTING

TEAM WORK

Camp is like a puzzle... unless it stays together, it doesn't make sense. If just one piece is missing, the puzzle is incomplete. A successful camp involves many people cooperating as a team for the overall good of the ministry.

Guidelines, policies, and job descriptions are essential for reasons that may not be apparent at first glance. Each policy has a legitimate purpose. Details are essential to successfully minister to large groups of young people.

Camp staff members are part of our ministry team. This requires everyone's cooperation. Individual team members help make camp successful by listening, showing concern, and creating a feeling of acceptance for each camper. If the entire team follows the same basic guidelines, they cultivate freedom for this ministry to exist in a safe, sound, and productive environment. Guidelines work for us - they really are our friends.

- STOP -
DID YOU READ THE ABOVE?

PORTRAIT OF AN EFFECTIVE CAMP WORKER

A Genuine Christian...loves God's Word passionately, communicates honestly, and knows how to have clean, wholesome fun with young people.

A Servant Leader...places the welfare and best interests of campers above his/her own personal convenience.

A Problem Solver...is congenial, proactive, and demonstrates good common sense to avoid offenses and resolve conflicts.

A Creative Thinker...is self-motivated and able to get kids involved in having fun when the program is not what it should be.

A Safety Activist...takes charge immediately upon the first sign of anything that might possibly result in the harm or injury of another.

A Team Player...makes a deliberate commitment to put the overall success of camp ahead of their individual preference and comfort.

A Role Model...accepts responsibility, respects rules, and uses the chain of command.

10 Commandments For Youth Camp Workers

1. Make the CAMPERS your highest priority at Youth Camp.
2. Show your excitement/enthusiasm by getting involved.
3. Treat all campers with Christian love and respect.
4. Praise good behavior; never embarrass or physically manhandle a camper.
5. Refrain from practical jokes and sacrilegious clowning.
6. Hear the full matter before making a decision.
7. Always maintain control in an emergency.
8. Do not impose your personal convictions on campers.
9. Never compromise camp rules to gain popularity with campers.
10. Be a Christian role model in cooperation and punctuality.

Be a Team Player

Have the attitude of a hometown football player. The goal is not just to stand out on a personal level, but to make a touchdown for the home team. Each staff member has a particular responsibility at camp, but should also help with other assignments that may be given to him or her on a daily basis. All of us must work together for a successful camp season and do whatever is required. Be a team player!

CAMP WORKER REQUIREMENT LIST

1. No camp worker should speak negatively about camp or argue with other workers in the presence of campers.
2. Every worker **must** work within the camp chain of command at all times.
3. No worker may leave the grounds without the permission of the Youth & Discipleship Director. Permission will be granted only in unusual circumstances.
4. Workers are expected to set examples for campers by keeping the facilities neat and clean.
5. All workers **must** attend worship services.
6. No radios, iPods, CD, MP3 or DVD players, TVs, computers, gaming systems etc., are allowed at camp.
7. Do not bring expensive jewelry.
8. No tobacco, drugs, alcohol or weapons of any kind are permitted.
9. Cell phones are permitted, but excessive use is cautioned. We are here to give our full attention to the campers.
10. No 4-Wheelers are to be brought to camp.

DRESS CODE

Youth Camp requires us to be team players. We must put aside our personal preferences for the overall good of this unique ministry. Campers come from a wide range of backgrounds, some with very strict teachings on Christian dress and lifestyle. Not only must a worker know the dress codes ascribed for campers, but he/she must go one step further to avoid any possible offense. **Be extremely modest** when selecting your camp clothing and accessories. We ask that you do not wear tank tops, halter tops, short skirts, or short shorts (no "Daisy Duke" shorts are permitted). Shorts are acceptable, but we request they be as close to the knee as possible. A general rule to go by is the "*dollar bill*" test. Every day play clothes for daily activities are suggested. It is not necessary to purchase new clothing. However, we encourage Wednesday night church attire for our worship services.

Protect Your Reputation

J. David Stephens

Camp Workers must do everything they can to protect the testimony of Christ, the camp, and themselves. Therefore, a worker must avoid even the appearance of evil. When it comes to relationships with the opposite sex, we must be above reproach. A flirtatious spirit can lead to false accusations. The same is true in dealing with children and youth. Make sure you never give anyone an idea of impropriety in your conduct. Campers sometimes have a tendency to fantasize and exaggerate. We must always show the right opinion of the excellent character of God in all relationships.

To Be Followed By All Workers:

1. Camp maintains a curfew time for all male and female staff members to return to their living quarters. Having no curfew may lead to temptation between high school and college staff that could result in serious concerns. Under **NO** circumstances are men and women allowed to enter one another's living quarters. **No pranks of any kind are allowed!**
2. Do not be in a secluded place with a camper. If a camper asks to talk with you, walk with them to a place that is in plain view of others. This can be done without explaining why, and the worker can reassure the camper that no one will be able to overhear their conversation.
3. Be cautious when touching campers. An appropriate hug or reassuring hand on a shoulder, in plain view, can be meaningful. But horse playing with the same or opposite sex (especially with teenagers) should be kept to a minimum, as some youth may get the wrong message from this kind of attention.
4. Do not spend time **alone** with a camper in your living quarters. i.e. Run in to get a baseball glove, and run back out.
5. It is best for a worker of the same sex to give guidance to a camper. i.e. If a girl asks to talk with a male cabin leader, suggest she talk with a woman about her concerns as the Bible teaches; older women are to teach younger women. Conversation with the Camp Pastor is the exception.
6. When praying with a camper of the opposite sex, do not hold his or her hands for a long period of time, as girls especially may consider this to be somewhat intimate.
7. Be careful about verbally or physically teasing campers of the same sex or opposite sex, and especially of teasing one particular camper too much.
8. If a camper behaves as if he or she is becoming too attached to you, share your concern with the Head Cabin Leader. Take steps to divert some of this camper's time away from you. By letting the

Head Cabin Leader know and attempting to remedy the situation, the worker can show that he or she and camp leaders were acting responsibly in case anyone makes an accusation.

9. Camp workers should never discuss their grievances or share personal problems with a camper. The cabin leader should use the “chain of command” if he or she has a grievance. Sharing personal information with a camper may build too intimate of a relationship in the eyes of the child, and sometimes the cabin leader as well. Also, this does not teach the child about the Biblical principles of dealing with problems. This would be a good at time to share honestly with a camper, but one should be careful not to take it too far. Remember the camper is not there for cabin leaders to confide in or to use as a sounding board. Many staff people are available for our cabin leaders, should one of them need to talk. Even in this instance, if a cabin leader needs to talk about personal problems, it would be best for him or her to talk with an adult of the same sex.
10. When transporting equipment by either golf carts, four wheelers, or vehicles, camp workers must not permit campers to ride with them. Experience teaches us that *“an ounce of prevention is worth a pound of cure.”*
11. **If a camper needs to be taken off the camp premises for any reason, the State Director must be notified, and a staff member of the same sex should ride along with them.**

A Caution for Cabin Leaders

1. Be sure to spread your attention to all campers in your group. Be friendly, but never partial. Each child is special and needs your guidance and concern during the week. A short talk with your group at the beginning of the week explaining your plans to try to be there for everyone may help prevent future problems. If one camper later tries to monopolize your time, you will then be able to ask if they remember your goal of trying to be there for everyone. Explain that they can help by spending time with others, too.
2. Behavior between cabin leaders and campers inside their room is also very important. Do not to allow campers to lie on your bed, or vice versa. **Horseplay** can be dangerous in more ways than one. ***Please use extreme caution.***

CAMP PEOPLE & RESPONSIBILITIES

Board of Directors

Each of the Eastern North Carolina summer Youth Camps shall be directed by a Board of Directors (B.O.D.), working directly under the State Youth and Discipleship Director and following the General Policies established by the State Youth and Discipleship Board. The B.O.D. consists of seven (7) persons, with each one serving as the top administrator in a particular area of duty. They are:

- Business Coordinator
- Camp Coordinator
- Boys & Girls Head Cabin Leader
- Recreation Coordinator
- Camp Store Coordinator
- Concessions Coordinator

The B.O.D. will meet: (1) at least one time in joint session prior to camp; (2) during the Pre-Camp Session; and (3) daily during Youth Camp.

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES: The Youth Camp Board of Directors will meet with the Camp Director on the first morning of camp in order to ensure there are no conflicts in schedules, work assignments, etc., and in order to decide upon any last minute needs for that week of camp.

1. The B.O.D. will meet with the Camp Director each day during camp to review the activities of that day and make any decisions necessary for the smooth operation of camp.
2. The B.O.D. and the Camp Director will comprise the Youth Camp Discipline Board and will hear and decide upon major grievances involving either campers or staff members.
3. The B.O.D. and Camp Director will make the final decisions and approvals for all camp superlatives in order to ensure the selections are made according to camp policy guidelines.
4. It is the duty of the B.O.D. to work with the camp director to ensure that Youth Camp runs smoothly in all of its many facets. Each member is responsible for his/her particular area of work. At any time, however, he/she can feel free to ask any of the other three board members to give assistance. Likewise, if at any time a Board Member feels that there is a need in any area outside of his/her responsibility, he/she can feel free to offer his/her advice and help, or ask for a special meeting of the B.O.D. in order to resolve the problem.
5. Since the highest goal of Youth Camp ministry is the spiritual realm, the B.O.D. and Camp Director will put forth their greatest efforts in leading the camp into a good spiritual atmosphere. Each one will work and pray that God will move graciously in all worship services.
6. The B.O.D. and Camp Director will attend every major assembly and worship service except when an emergency situation makes it necessary for them to be elsewhere. All five will sit at the front, along with the guest speaker, music director, etc., unless specific reasons make it better for them to sit elsewhere.

Personnel

JOB DESCRIPTION

SELECTION OF YOUTH CAMP PERSONNEL

Youth Camp workers are to be recommended by their local pastor and appointed by the State Youth and Discipleship Director and Board. All pastors and former Youth Camp workers are encouraged to submit names of possible workers for consideration.

QUALIFICATIONS FOR YOUTH CAMP PERSONNEL

1. They will attend the Church of God and be at least eighteen (18) years of age to serve in a leadership position or as a Cabin Leader.
2. They will complete an application form and have it signed by the pastor of their local church.
3. It is mandatory that workers complete pre-camp training as outlined by the State Youth and Discipleship Board. Any emergency situations must be approved by the State Youth and Discipleship Director.
4. All teenage workers must complete pre-camp training and attend youth camp for their age group as a camper before working as a staff member in other camps.
5. Know and understand their job assignment i.e. Job Descriptions
6. Fulfill all areas of responsibility within their job assignment. A breakdown in any area of camp represents a breakdown of camp. Every position is important.
7. Know and respect the camp chain of command i. e. Organizational Chart
8. Be flexible, supportive, and cooperative with all other staff, enabling the staff to function as a team.

OFFICE PERSONNEL & PROCEDURE

Administrative Executive **JOB DESCRIPTION**

1. Process applications for all pre-registered campers.
2. Make room assignments for campers during registration.
3. Type an alphabetical list of campers, separating male and female.
4. Notify Cabin Leaders of special information (health, etc.) which was noted on the camper's application.
5. Give the Nurse a list of all health problems indicated on campers' applications.
6. Oversee the registration process.
7. Keep staff and camper databases current.
8. Assist the Secretary as needed.

Secretary **JOB DESCRIPTION**

1. Type a perfected camper list and give it to the Youth & Discipleship Director by lunch the second day of each camp.
2. Type and copy forms as needed.
3. Provide the Youth & Discipleship Director with a list of campers who will be participating in water baptism (if applicable).
4. At the close of camp, tabulate all spiritual results.
5. Type a letter of appreciation to all staff members at the close of each week of camp. Each letter should include the spiritual results and tentative dates for next year's camp.
6. Type a letter to all pastors and include a copy of individual spiritual results forms with each one.
7. Assist the Administrative Executive in any way needed.
8. Be available to assist the Board of Directors upon request.

CAMP COORDINATOR

JOB DESCRIPTION

1. Will be ready to assist the Camp Director at any time.
2. Will see that the B.O.D. adequately perform their duties.
3. Will be responsible for the registration of all campers who have not pre-registered. Will make sure all money is collected, all forms are properly filled out, all room assignments are made, and that all money is prepared for deposit.
4. Will assign a staff member who is mature and can handle emergencies to be ready when a camper must be taken to the emergency room. Be sure the driver knows the best route to the hospital and has the proper camp insurance and parental consent forms.
5. Will see that the daily schedule is well known and is properly followed.
6. Will be responsible for collecting a perfected list of all campers by the first night before bedtime, and turning it in to the Camp Secretary by breakfast the following morning. The list must be kept current each day of camp.
7. Will be responsible for the accounting of all campers daily, especially at worship services and in rooms at lights out.
8. Will be responsible for assigning devotions (if applicable) for each worship. If possible, use qualified youth pastors on staff and inform them that the devotion should consist of reading Scripture and prayer. This is not a time for another sermon.
9. Will set an example for fellow workers and campers in every situation.
10. Will assist the Head Cabin Leader with discipline problems.
11. Will check all dorms at the close of camp, along with the Camp Director and Head Cabin Leaders.
12. Will organize altar workers and be responsible for altar services.
13. Will see that all classes function in an orderly manner.
14. Will be expected to remain on campus on the last day of camp until camp is officially over.
15. Will collect all keys from the Head Cabin Leader at the close of camp.
16. Will collect all forms, such as spiritual results, camper sign-out sheets, Cabin Leader notebooks, etc., from the Head Cabin Leader at the close of camp.
17. Will attend all worship services.

CAMP COORDINATOR (CONTINUED)

JOB DESCRIPTION

Special Assignments for the Camp Coordinator:

1. Work with the other Camp Coordinators to ensure that arriving campers are ushered quickly through the registration process. Direct the flow through the medical check, the nurse's station and registration. Direct all completed campers to their assigned rooms (see registration card) to meet their cabin leaders and drop off luggage.
2. It isn't always possible to get all the workers we really need, therefore feel free to rotate other staff members to help serve at various events when needed. As coordinator you must make the rotation assignments when needed. Be sure to talk to the camp store managers as to how many and what times staff is needed in this location.
3. Assign someone to check in visitors at camp worship services each night/day. Give them a name badge, have them sign in and ensure that they turn in badges and depart the camp after service.
4. Assign staff members to stand watch for stray campers who may wander away from their Cabin Leaders and groups.
5. Check with the camp store manager to see if they will need extra help following the worship service.
6. Organize a method of keeping the camp clean. Make sure it is thoroughly cleaned between the last activity and church service each day. Not only because it ought to be nice for us for worship, but also because parents and other individuals will visit each night! Rec. Staff are a great resource for this.
7. Work with Head Cabin Leaders to make Assembly and Camp Reflections/Balloon-a-grams time upbeat and rockin'. Make sure music is prepared for assembly and Camp Awards Ceremony.
8. If applicable, we plan to receive an offering each night of High School / Middle School Camp. This is the only camp that we will receive an offering. High School / Middle School Camp Coordinator should organize an usher team of campers and/or workers to assist. See that money is turned in to the Camp Business Coordinator.
9. Work with all camp leadership to enforce the curfew. All campers and workers (unless they are performing assigned tasks) must honor the curfew policy.

CAMP COORDINATOR (CONTINUED)

JOB DESCRIPTION

Pre-Camp Orientation Checklist

1. Talk to the facilities owner/manager. You are his contact person for all needs and emergencies. Ensure that he/she has the necessary set-ups for each meeting room.
2. Post camp schedule neatly in key locations (dining hall, worship center, camp store area, bath rooms, dorms/cabins, etc.)

Things to be Done on the First Day of Camp

1. Help make registration and opening day a good first impression. Help direct traffic, greet people, and give directions.
2. Walk through all the facilities taking photographs and documenting anything broken or damaged to report to the facilities manager.
3. Make sure all facilities are open and ready for activities. Check with the recreation, elective, store and other coordinators to begin each activity according to the schedule (on time).
4. Assign a staff member who is mature and can handle emergencies to be ready when a camper must be taken to the emergency room. NEVER allow the camp to be without the nurse or first-aid certified personnel. Make sure that the insurance papers and parental consent forms are taken with the camper. Inform the Head Cabin Leaders of the proper procedure to follow. Finally, ensure the driver be a male for a male camper, etc.
5. Review our "Camp Philosophy/Motto" and motivate workers to stay focused on our key goals.

Daily Check List Camp Coordinator:

1. ____ Keep everyone working for the overall good of the camp. Look for ways to make camp better for the campers.
2. ____ Each activity must be ready to start precisely according to the schedule. Keep the staff ahead of schedule.
3. ____ Visit each activity daily to encourage staff and let them know we are interested in their contribution to the ministry
4. ____ Staff members should not remain in their cabins without permission from you or the Camp Director.
5. ____ Ensure that no staff leave camp without permission from you or the Camp Director.
6. ____ Inspect the worship area and other group areas for cleanliness. Work with the Head Cabin Leader and Rec. Coordinator to assist in the cleaning.
7. ____ Collect daily forms from the Head Cabin Leader
8. ____ Keep your radio charged and ensure communication is kept with the Camp Director

CAMPUS PASTOR

JOB DESCRIPTION

1. Develop relationships with the staff and campers as quickly as possible.
2. Develop and lead camp Bible study at High School and Middle School Camp (if requested).
3. Be prepared to minister to staff and campers at any given time of the day. Someone may just need to hear an encouraging word.
4. Meet with the nurse when someone is injured to pray for the individual. You may even need to go to the hospital with an injured person.
5. Keep a positive attitude at all times and pass it on to others.
6. Attend all worship services.
7. The Campus Pastor is answerable to the Camp Coordinator & Youth & Discipleship Director.
8. If a camper confides something serious or life-threatening to the Campus pastor, he/she should report it promptly to the Camp Coordinator & Youth & Discipleship Director.

HEAD CABIN LEADER

JOB DESCRIPTION

1. Will see that the Cabin Leaders perform their duties in an adequate manner.
2. Will be responsible to see that Cabin Leaders and campers follow the camp schedule, especially in getting up in the mornings, meal times, worship services, and lights out at night.
3. Will assist the Camp Registrar in placing campers who are not pre-registered by reporting to the camp office all "no shows" by 6:00 p.m.
4. Will obtain a perfected camper list from all Cabin Leaders on the first night and give them to the Youth & Discipleship Director or Camp Coordinator.
5. Will make sure each Cabin Leader records the spiritual results for each camper, and at the end of the week collect these and compile the statistics from the Spiritual Results Summary Sheet.
6. Will see that each person properly cleans their rooms each day, and will then check and grade them for cleanliness in order to present awards for the cleanest tribe.
7. Will be responsible for the presentation of the cleanest tribe award.
8. Will make periodic checks of rooms throughout the day and evening to make sure that no one is in the dorms/cabins during classes or general sessions, and will make an evening check to ensure everyone is in their room at bedtime and that the schedule is followed for quiet time and sleep.
9. Will see that all Cabin Leaders and campers attend worship services and remain until they are dismissed. During the altar services, one Head Cabin Leader will position himself/herself so that no one can leave the service without proper permission.
10. Will report all major violations of duties or policies by cabin leaders or campers to the Youth & Discipleship Director or Camp Coordinator.
11. Will report all injuries or sickness to the Camp Nurse immediately.
12. Will make sure each group and cabin leader understands the policies relating to the Super Camper Program.
13. Will be responsible for seeing that all check-out procedures are properly followed. This requires the Head Cabin Leader to remain at camp until all campers are gone.
14. Will make sure that all campers remain in the designated areas of the camp during special activities time, concession time, etc.
15. Since unity is one of the foremost requirements for spiritual blessing, the Head Cabin Leader will especially strive to ensure that there is a good understanding and working relationship between cabin leaders, campers, and other camp workers.
16. The Head Cabin Leader should make a special effort to talk with each cabin leader individually each day of camp in order to see if there are any problems of which he/she should be aware.
17. Will endeavor to learn the names of all cabin leaders by the end of the first day, and learn the names of as many campers as possible throughout the course of camp.

(CONTINUED ON NEXT PAGE)

18. Even though it is important that the Head Cabin Leader allow each cabin leader to carry out his/her own responsibilities, the Head Cabin Leader should try to be aware of any problems of individual campers in order to be a source of help whenever needed.
19. Will attend all services.
20. Will be subject to the Board of Directors.

Pre-Camp Orientation Checklist

1. ____ Make it a point to get acquainted with each cabin leader and show interest in them. Learn their names!
2. ____ Notify the Camp Coordinator if a cabin leader has not arrived by 1:00pm.

Opening Day Checklist

1. ____ Make a good first impression on every camper and parent. Stay in the dorm/cabin areas as the **official greeter!** Do not permit boys in the girls area, or vice versa (especially teen camps).
2. ____ If a camper is not happy with his/her room assignment, kindly insist that they stay with it, but assure them that we will make sure they are happy. Do not move any camper until supper, and if possible, not at all.
3. ____ Check the schedule carefully and make sure cabin leaders are **on time**...This will help get the camp off to a good start.
4. ____ At supper, collect a **“perfected” camper list** from each Cabin Leader. Make sure campers’ names are **spelled correctly** and that lists are accurate. Include any major medical problems or allergies a camper may have. The lists must be **perfect!**

Special Duties

Complete an honest evaluation of each cabin leader and give them to the Camp Coordinator before leaving camp.

During the last afternoon of camp, devise a plan whereby campers may claim all **lost and found** items. Have each cabin leader be sure all clothing, towels, and other articles in their rooms are claimed by their rightful owners.

If articles are left in a room, they must be brought to the designated lost and found location.

Closing Day Check List

1. ____ Keep a list of all camper room assignments and groups **with you** at all times to assist in locating campers for parents.
2. ____ Before dismissing any Cabin Leader, **inspect** their rooms. They must be clean and cleared of all personal items.
3. ____ Collect Master List of Campers, Camper Check-Out Sheet, Spiritual Results and any other forms relating to camp.
4. ____ Collect the **sign out** sheet from each Cabin Leader. As they leave, be sure to tell them how much we appreciated them working with us.
5. ____ The **Head Cabin Leader** may leave camp upon the approval of the Youth & Discipleship Director once all campers have been picked up and rooms are clean.

Daily Checklist

1. ____ Check to be sure all groups are awake each **morning**.
2. ____ Keep the camp schedule with you at all times. Think ahead to keep slothful cabin leaders on time. **You** are responsible for cabin leaders who are late.
3. ____ Visit each room every day to check for general neatness. Give a **daily rating**, with 10 points being the highest, and 0 points being the lowest, to each group. Recognize groups who have neat rooms. You may award extra privileges in consultation with the Camp Coordinator.

Possibilities For Recognition

- A. Group with **highest points** (add them daily for the week's total) - *See Points Breakdown on next page*
 - B. Group **most improved** over previous day.
 - C. **Nicest** room of the day.
1. ____ In addition to rewarding clean rooms, devise a plan for those who did not cooperate when doing **clean-up chores**. Work with the Camp Coordinator in the selection of areas to be cleaned.
 2. ____ Absolutely **do not permit** anyone to **ignore** the dress code. You must be firm but speak in a kind tone of voice without embarrassing campers or Cabin Leaders.
 3. ____ **Think about safety and security at all times. Before approving anything, ask yourself, if I allow this activity, is someone likely to get hurt or will property be damaged?**
 4. ____ Visit the dorm/cabin rooms each morning before the first activity and make sure each room has been cleaned. Visit again each evening before service to make sure all campers are **out of their rooms** and in their scheduled activity.
 5. ____ Maintain discipline each night. **Do not permit** anything to get started that will cause problems, such as room raids. Insist campers stay **inside** and in bed after lights are out.
 6. ____ Devise a fair plan to keep **bathrooms** tidy (i.e. no personal belongings, trash, towels, clothing left in bathrooms). Include every group in a fair share rotation of responsibilities.
 7. ____ Announcements by the Head Cabin Leader may be made during **camp assembly** or at the beginning of each church service.
 8. ____ Instruct campers **not to borrow** clothes or money from one another. This does not mean, however, that a camper cannot purchase something from the camp store to give to another camper if he/she so desires.

EASTERN NORTH CAROLINA YOUTH CAMP

Super Cabin Points List

Each tribe is a team. Each team will compete for the Super Tribe Award to be given on the last day of camp. Points can be earned or lost from the following:

Fun Times/Theme Days

100	3rd Place Overall Camp Spirit/Entusiasm
500	2nd Place Overall Camp Spirit/Enthusiasm
1,000	1st Place Overall Camp Spirit/Enthusiasm
1,000	Cabin Participation on team activities
1,000	10% Participation Camp Theme Nights
5,000	50% Participation Camp Theme Nights
10,000	100% Participation Camp Theme Nights

Clean Cabin/Room (based on the daily score from head cabin leaders)

1,000	Score is between 90 and 100 points
750	Score is between 80 and 89 points
500	Score is between 70 and 79 points
- 500	Score is between 60 and 69 points
- 750	Score is between 50 and 59 points
- 1,000	Score is between 0 and 50 points

Spiritual Emphasis (based on participation)

1,000	Bible Study (participation in service)
5,000	Worship Service (participation in service)
10,000	Scripture Memorization (points based on participation percentage)

Miscellaneous

100	Good attitude/being helpful
- 100	Not following dress code
- 100	Bad attitude

PLEASE NOTE: Other points may be awarded at the discretion of the Youth & Discipleship Director, Youth Board, or any other staff.

Cabin Leader

JOB DESCRIPTION

1. Will complete pre-camp training as outlined by the State Youth and Discipleship Board.
2. Will be present on the first day of camp for the staff orientation session.
3. As each camper arrives, the cabin leader will check to make sure he/she has been assigned to the proper room.
4. Will be responsible for the safety and welfare of all campers in his/her assigned group throughout the entire camp. Will see that they abide by camp policy and schedules and follow good habits relating to eating, personal hygiene, dress, talk, behavior, etc.
5. Will stay with the group when scheduled to be together and know the whereabouts of their campers at all times. Will report any missing campers to the Head Cabin Leader immediately.
6. Will reside in the dorm/cabin with his/her assigned group.
7. Will have devotions with the group before bedtime at night.
8. Will see that the room/rooms are properly cleaned each day and encourage campers to strive towards winning the clean tribe award. Also, will ensure his/her group cooperates when assigned special grounds cleanup.
9. Will be responsible for the neatness and cleanliness of their rooms and bathroom at all times.
10. Will be familiar with all camp policies and procedures.
11. Will become personally acquainted with every camper in his/her group and know them by name by bedtime the first evening.
12. Will write up a perfected camper list of his/her group on the first night and give it to the Head Cabin Leader.
13. Will refrain from roughhousing, pranks, and petty arguments with campers.
14. Will be responsible for the discipline of his/her group at all times.
15. Will encourage spiritual growth of campers. On the first day of camp, the cabin leader should determine the spiritual status of each camper, and throughout camp, prayerfully work toward definite spiritual experiences.
16. Will be an altar worker during worship services. Campers should be informed that they are expected to remain in service until dismissed in a reverent attitude of worship. If they should leave for any type of emergency, they should see the Head Cabin Leader if their cabin leader is praying. **Also, please be sure you and your campers use the rest room prior to the start of all services.**

17. During the devotions before bedtime each night, the cabin leader should talk with each camper individually and go over the spiritual results form, filling it in as experiences occur.
18. The Cabin Leader must know all policies relating to Camp Superlatives and discuss these with their group.
19. Will be directly responsible to the Head Cabin Leader. However, each Cabin Leader should realize that any member of the Board of Directors has the authority to direct all campers and workers in certain circumstances and should always endeavor to follow such directions as closely as possible.
20. Should campers be checked out prior to the conclusion of camp, the cabin leader should make a full report (include date, time, reason for dismissal, and the person with whom the camper leaves) to the Head Cabin Leader, who will in turn inform the Camp Coordinator & Camp Director prior to check out.
21. Will attend all worship services.
22. Will be subject to the Board of Directors.

Keeping a Perfected List of All Campers

1. All campers should be pre-registered and assigned to rooms. Prior to the opening of each camp, each cabin leader will be given his/her room assignment and a list of campers already assigned to his/her room.
2. The Head Cabin Leader, Camp Director, & Camp Coordinator will be given a master list that includes all campers, along with the name of cabin leaders assigned to each individual room.
3. As long as there are sufficient beds, other campers will be accepted on the first day of camp, even if they have not pre-registered. The Registrar will collect their money and give them a written room assignment to take to their cabin leader. The cabin leader will then add them to his/her list.
4. On the first day of each camp, each cabin leader will perfect their list and turn it in to the Head Cabin Leader. The Head Cabin Leader will in turn give the list to the Camp Director or Camp Coordinator. They will give the list to the Secretary for updating.
5. The Secretary will type a perfected list of campers as soon as possible and make seven extra copies. The original and one copy will be left in the Camp Office. Each member of the B.O.D. and the Head Cabin Leaders should also receive a copy.
6. Throughout each camp, each cabin leader will immediately inform the Head Cabin Leader if, for any reason, there is any change to his/her list of campers. The Head Cabin Leader will then inform the Camp Coordinator so that the master list can be perfected.
7. Any requests for room changes should be discouraged. However, if a camper simply insists on being moved, a room change will be made immediately after special activities on the first night of camp.

Ideas for a Great Opening Day

A. Starting off Right

1. Wear your staff shirt and nametag. Give each camper a **cheerful** welcome with enthusiasm. Speak clearly and distinctly. Learn each camper's name.
2. Make sure all money has been turned in for Camp Cash.
3. Help camper select a **bed**, and place their **clothing** in the proper area.

B. When All Campers Have Arrived

1. Conduct a group meeting
 - a. Ask your campers **questions**, such as:
 - "Who got up the **earliest** this morning?"
 - "Who got up the **latest** this morning?"
 - "What do you think you'll like **best** about camp?"
 - "Are there any **first timers** here?"
 - b. Go over camp activities and electives.
 - c. Pray together.
2. Take campers on **tour** (if time permits).

Breaking the ice is important to the overall camp feeling!!!

C. KEEP ALL LISTS NEAT AND EASY TO READ. GIVE YOUR PERFECTED LIST TO YOUR HEAD CABIN LEADERS A.S.A.P.

"Logical Consequences" to Maintain Discipline

If a camper is defying you or disturbing others, handle the situation **immediately**. First, call the camper by name to help him understand you are speaking specifically to him and not making a general announcement. If he/she persists in unacceptable behavior, use **reality discipline**, also known as a logical consequence.

... If your campers are talking in church, separate them and place one beside you.

... If a camper breaks into the lunch line, send him/her to the back of the line.

... If a camper comes to the pool improperly dressed, send them back to get what they left in the cabin.

... If campers are roughhousing, separate and seat them.

... If they cannot get along with others, isolate them for a short period of time.

Overcoming a Negative Response

Some campers have a problem cooperating and submitting to a cabin leader's authority. Always **remain calm** and give careful responses. When something is said that you don't know how to respond to, be honest and admit that you will not respond until later.

CAMPER'S ATTITUDE CABIN LEADER'S RESPONSE

1. "This is boring"..... "So is life, but you'll probably enjoy it once you get involved."
2. "I don't want to"..... "Give it a try" or "I'm not crazy about it either, but let's do it."
3. "This is dumb"..... "That's what makes it fun" or "Dumb stuff is fun."
4. "I hate camp"..... "Give camp a chance. We gave you one."

*A good, positive remark
will offset any negative – if
done quickly enough!*

Last Night and Morning Check List

1. ____ The afternoon before camp ends, help each camper gather all personal articles and clothing. Make sure everyone has only the items belonging to him/her.
2. ____ Once you return to your room the last night, instruct younger campers to pack their camp purchases and other keepsakes in their suitcases so they will not lose or forget them.
3. ____ On the final morning after breakfast, all campers and cabin leaders must pack all items and have their luggage at the foot of their bunk/bed before attending the Award Ceremony. The rooms and bath room must be tidy and ready for inspection prior to leaving. Keep your sign-out sheet with you at all times and turn it in to the Head Cabin Leader before leaving. No cabin leader may leave the grounds without the approval of the Head Cabin Leader.

FORMS AND RECORDS ARE IMPORTANT

1. Your evaluation of camp will be helpful for future planning.
2. The Check-Out and Spiritual Results Form are a must. Write down all spiritual results each evening during your devotional time.

Things Never to Do

1. Never **threaten** a camper!
2. Never **manhandle** or hurt a camper!
3. Never publicly **embarrass** a camper!
4. Never **betray** the camp guidelines to gain popularity with your group!
5. Never play favorites or give **unearned** privileges!
6. Never steal the **spotlight** away from a camper!

After Service at Night

Keep your eyes open during night outdoor activities (especially with teens). **Do not allow** campers to leave their assigned areas. Some of your campers may try to sneak away...this cannot be allowed. We must all work together and be **alert** at all times!

Devotion Time with Your Group

In the morning, before coming to breakfast, have a brief prayer/devotion with your group. Quote together your scripture motto, if you have selected one.

At bedtime, have a devotion with your group. This might include testimonies about any spiritual experiences your campers received during the service. You might ask questions about the message or a point made in Bible class. Make sure the campers are involved, and that you do not do all the talking or praying.

Practical Suggestions

Leading Your Group

1. Give advance notice of each activity. Try never to **surprise** your campers with a call for immediate action. Always give them time to get ready.
2. Try to ask instead of ordering, but be **clear and direct** in giving your instructions.
3. Campers will do what you **inspect**, not what you **expect**.

Procedures for Dormitory/Cabin Clean-Up & Awards

1. Each room is to be cleaned daily and left in order by campers under the supervision of their respective cabin leaders. The floors are to be free of trash, beds made, clothing put in order, and the room left with a neat appearance.
2. The bathrooms are to be cleaned each morning and evening. The toilet, sink, and shower areas should be cleared, the floors swept and mopped, and the trash emptied. (where applicable)
3. The Head Cabin Leader will check all rooms each morning immediately after breakfast.
4. Clean room awards will be presented at a time decided by the Head Cabin Leader and the B.O.D.

YOUTH CAMP ROOM CHECK SHEET

One responsibility of the cabin leader is to assist in keeping the room/sleeping quarters and other camp facilities neat and clean. Below is a sample of the check sheet the head cabin leader will use in grading your area.

Job	Day 1	Day 2	Day 3	Day 4
Trash taken out to trailer behind tabernacle				
Trash Cans Empty				
Beds made neatly (wrinkle free)				
No dirt/hair in showers or sinks				
Counters dry, Faucets Clean, Mirrors Clean				
Lights off				
Toilets cleaned				
All personal items neatly put away				
Towels and wash cloths hanging appropriately				
Floors Clean, Vacuum & Mop if necessary				

(Rate each of the above items on a scale of 1-10)

TOTAL SCORE _____ _____ _____ _____

Cabin Leader _____

Cabin _____ **Camp:** HS / MS / Kids

Check Out Procedures

1. After breakfast on the last day of camp, all cabin leaders and campers are to pack their personal belongings and have their luggage at the foot of their bunk/bed before attending the closing assembly.
2. Once all campers have packed their belongings and the room, bathroom, and all assigned areas of camp have been cleaned, they are free to go as parents/guardians arrive to check them out.
3. **No cabin leader will be allowed to leave until his/her rooms are clean and he/she has turned in all paperwork to the Head Cabin Leader.**
4. No camper is to leave camp before his/her parent or guardian signs him/her out with their cabin leader. Cabin leaders are to check I.D.'s of those picking up kids.
5. At check out time, all cabin leaders are to go to their dorm/cabin and remain there until all campers have been checked out.
6. No cabin leader may leave camp until all campers have left unless permitted by the Head Cabin Leader. If the Head Cabin Leader gives his/her approval, he may check out the cabin leader, take over his/her list, and assume full responsibility for any remaining campers.
7. The Head Cabin Leader will keep all lists that have been turned over to him/her until all campers have left the premises.
8. The Head Cabin Leader will give all check out forms to the Camp Coordinator before leaving.
9. **Staff members are not permitted to leave camp until their rooms are clean, all of their assigned responsibilities have been completed, and their departure has been approved by the B.O.D.**

LOGISTICS COORDINATOR

JOB DESCRIPTION

1. Will endeavor to fulfill the requirements of pre-camp training as outlined by the State Youth and Discipleship Board.
2. Will confer with the Camp Director/Coordinator concerning guest lodging and guest needs.
3. Will prepare/requisition any materials requested by the guest speaker, bible teacher, or band.
4. Will purchase materials with the Camp Director's approval.
5. Will be prepared to work with the guest speaker during the worship service and altar service.
6. Will be prepared to assign altar workers and any other needs requested by the guest speakers or bible study teachers.
7. Will secure any media materials and present them to the Media Coordinator for smooth service flow.
8. Will become involved in other camp activities as often as possible, endeavoring to learn the names of both campers and workers and assisting in various areas as the opportunity arises.
9. Will be subject to the Camp Director and Camp Coordinator.

BUSINESS COORDINATOR

JOB DESCRIPTION

1. Is responsible to the Camp Director to ensure that all financial operations of the camp are carried out efficiently and properly.
2. Coordinate with the Camp Store Manager, Camp Concessions Manager, and Camp Nurse to ensure a smooth operation.
3. Will be responsible for registering all campers who have not pre-registered. Will make sure all money is collected, all forms are properly filled out, and all room assignments are made. Will also prepare all money for deposit.
4. Will be responsible for purchasing supplies for the adequate functioning of all recreation, special activities, and the nurse's station, and will assure said purchases remain within the established youth camp budget.
5. Will check with the Camp Store Manager & Camp Concessions Manager each day to ensure that all invoices and receipts are properly listed and that all money is properly counted and wrapped for deposit, then turned into the State Treasurer.
6. Will ensure the Camp Nurse keeps a log of all activities, a record of expenses, and that insurance forms are properly filled out for every camper (or worker) who goes to the hospital.
7. Will assign a staff member who is mature and can handle emergencies to be ready when a camper must be taken to the emergency room. Must also ensure the driver knows the best route to the hospital and has the proper camp insurance and parental consent forms.
8. Will work with the Camp Director & Camp Coordinator in relation to all camp needs and disbursements.
9. Will make sure a proper inventory is made in the camp store at the end of camp.
10. Will submit a complete statement of petty cash disbursements to the State Treasurer each week.
11. Will attend all worship services.

REQUISITIONS COORDINATOR

JOB DESCRIPTION

1. To work with the State Youth Director and Camp Coordinator to insure the smooth operation of the camp.
2. Schedule a daily time for meeting with each area coordinator and/or manager to receive requisitions lists.
3. Schedule a time each day, after meeting with all area coordinators and/or managers, to meet with State Youth Director to submit all requisition forms for approval. (No items are to be purchased without written approval from the State Director).
4. Designate a time each day for a shopping trip to purchase all needed and approved items. This may require visits to multiple stores.
5. Plan the daily shopping trip by keeping in mind the type of items to be purchased to insure that items needing refrigeration do not spoil and frozen items do not melt.
6. Deliver to each area coordinator and/or manager all purchased items.
7. Once all items have been delivered to the respective area coordinators and/or managers, locate the State Director and turn in all receipts and completed shopping lists.
8. Be available to assist in other areas as needed.
9. Be a Christian example to fellow workers and campers in every situation.
10. Attend all worship services.

CAMP STORE COORDINATOR

JOB DESCRIPTION

1. Will take an inventory no later than 10:00 a.m. on the first day of camp to make sure there is sufficient stock, supplies, and change to effectively open the Camp Store.
2. Will meet with all Camp Store workers following the Staff Orientation Meeting to review the policies and procedures of the Camp Store and to work up a schedule for the week.
3. Will order stock and supplies as needed after consulting with the Camp Store Coordinator.
4. Will see that the Camp Store is kept clean at all times and that at the end of each day, all machines, tables, equipment, etc., are washed thoroughly and the floors are swept and mopped.
5. Will turn in all receipts of purchased supplies to the Camp Store Coordinator daily.
6. Will prepare a financial statement at the end of each day showing receipts and disbursements and submit it to the Camp Store Coordinator.
7. Will keep a constant check of all equipment in order to ensure that it is operating properly, and shall report any malfunctions to the Camp Store Coordinator.
8. Will make sure the lights are out and the doors and windows locked when the Camp Store is closed.
9. Will be present at least 15 minutes before the Camp Store is to open.
10. Will become familiar with all policies and procedures regarding the Camp Store and will make sure they are carried out in an efficient, business-like manner.
11. Will attend all worship services.

Camp Store Staff

JOB DESCRIPTION

1. All Camp Store staff are to meet with the Camp Store Manager immediately after the staff orientation meeting in order to review policies and procedures and to work out the schedule for the week.
2. The Camp Store Staff is to learn the duties of the Camp Store Manager and all of policies and procedures of the Camp Store.
3. Workers are to report for duty at least 10 minutes before opening time.
4. All workers should strive to keep the Camp Store as clean and sanitary as is humanly possible. They will be expected to do their share of cleaning throughout the day, including washing, cleaning, and sweeping after the Camp Store is closed in the evening.
5. Each worker will strive to be efficient in as many different operations of the Camp Store as possible in order to accomplish their job.
6. Some areas of work require knowledge and experience, and each worker should make sure he/she knows how to perform a particular task before attempting to do so.
7. All workers should wash their hands before serving food and should strive to be clean and neat in their appearance.
8. When working with food or drinks that are not completely sealed, workers should make sure their hair is properly covered and bound so it does not come close to the items being prepared or served.
9. Each worker should become familiar with the area in which he/she is serving so that he/she can give suggestions to the Camp Store Manager as to when an item needs to be reordered, or if consideration should be given to not purchasing an item again because it is not selling.
10. Workers are to refrain from eating or drinking items from the Camp Store unless they pay for the items in the same manner as all other workers and campers.
11. Workers should make sure that all "Camp Cash" cards are properly marked when an item is purchased.
12. Workers should give care to ensure that all items are correctly charged.
13. Workers should attend all worship services.
14. All workers are subject to the Board of Directors.

CONCESSIONS COORDINATOR

JOB DESCRIPTION

1. Will make a list of items that need to be purchased from the store in order to maintain a fully functional concessions stand.
2. Will submit list of needed item(s) to the Requisitions Coordinator by the scheduled time each day.
3. Will see that the Concessions Manager adequately perform their duties.
4. Will be responsible for ordering supplies for concessions and to assure that said purchases remain within the established youth camp budget.
5. Will check with the Concessions Manager to make sure that all invoices and receipts are properly listed and any money is properly counted and wrapped for deposit, then turned into the Administrative Assistant to the State Youth Director daily.
6. Will make sure the Concessions Manager follows proper sanitary procedures in the preparation and serving of all food and beverages.
7. Will work with the Camp Coordinator in relation to camp needs and disbursements.
8. Will make sure a proper inventory is made in the concessions store at the end of camp.
9. Will attend all worship services.

Concessions Staff

JOB DESCRIPTION

1. All Concession staff is to meet with the Concessions Coordinator immediately after the Staff Orientation Meeting in order to review policies and procedures and to work out the schedule for the week.
2. The Concession Staff is to learn the duties of the Concessions Manager and all policies and procedures of the Concession Stand.
3. Workers are to report for duty at least 15 minutes before opening time or by order of the Concessions Manager.
4. All workers should strive to keep the Concession Stand as clean and sanitary as is humanly possible. They will be expected to do their share of cleaning throughout the day, including washing, cleaning, and sweeping after the Concession Stand is closed in the evening.
5. Each worker will strive to be efficient in as many different operations of the Concession Stand as possible in order to accomplish their job.
6. Some areas of work require knowledge and experience, and each worker should make sure he/she knows how to perform a particular task before attempting to do so.
7. All workers should wash their hands, thoroughly, before serving and should strive to be clean and neat in their appearance.
8. When working with food or drinks that are not completely sealed, workers should make sure their hair is properly covered and bound so that it does not come close to the items being prepared or served.
9. Each worker should become familiar with the area in which he/she is serving so that he/she can give suggestions to the Concessions Manager as to when an item needs to be reordered, or if consideration should be given to not purchasing an item again because it is not selling.
10. Workers are to refrain from eating or drinking items from the Concession Stand except those that are paid for in the same manner as all other workers and campers.
11. Workers should make sure that all "Camp Cash" cards are properly marked when an item is purchased.
12. Care should be given to ensure that all items are correctly charged.
13. Should attend all worship services.
14. All workers are subject to the Board of Directors.

CAMP NURSE

JOB DESCRIPTION

1. The Camp Nurse will take inventory of all medical supplies before campers arrive.
2. When supplies are needed, the Nurse will fill out a requisition form and give it to the Business Manager.
3. The Camp Nurse will check out the Nurse's Station immediately upon arrival at camp in order to make sure it is as clean and sanitary as possible. He/she will be responsible for its cleanliness throughout camp.
4. The Camp Nurse will keep a detailed log of all medical actions taken.
5. The Camp Nurse will be responsible for collecting all medicine from campers and setting up a schedule for administering it. The Camp Nurse must see that all campers taking medication receive it in a timely fashion.
6. The Camp Nurse will be on call from the official opening of camp until the official closing. Whenever he/she leaves the Nurse's Station, either the Nurse's Aide should be there or a sign should be left on the door telling where the Nurse and/or Nurse's Aide can be found.
7. He/she should examine all sick and injured children to determine if they should be sent to a doctor, clinic, or the emergency room and consult with the Business Coordinator for the degree of treatment. **The Nurse should not accompany an injured or sick camper to the hospital; his/her presence is needed at camp.**
8. When the Camp Nurse feels a child needs medical attention or treatment that cannot be given at camp, he/she will fill out an insurance form to be taken with the injured/ill person to the hospital or clinic.
9. He/she will immediately call the parents of an injured or sick child and keep them posted as to their child's treatment and progress. A telephone log should be kept detailing all conversations with the camper's parents.
10. A thorough report must be made of all injuries or sicknesses that require a trip to a hospital, doctor, or clinic. If the doctor does not fill out the insurance claim form in an adequate manner, the Nurse is responsible for making sure it is completed, either by phone or by a personal visit to the doctor.
11. If an injury was caused by negligence, the Nurse will immediately inform the Business Coordinator, who will take steps to correct the problem or take it to the Board of Directors for consideration.
12. The Nurse will reside in the Nurse's Station. Whenever necessary, he/she will provide a room for any camper who might require isolation.
13. The Nurse will write a letter to the parents of all persons injured at camp informing them of the treatment given and any follow-up treatment that might be necessary upon the child's return home. He/she will submit a draft letter to the camp office for typing and dispatching.
14. He/she will make sure all medications are picked up by the campers before they leave for home.
15. He/she will perform lice inspections on all campers and staff members during camp registration.

FOOD SERVICES COORDINATOR

JOB DESCRIPTION

1. Will work together with the Concessions/Camp Store Coordinator to consolidate a list of daily needs that need to be purchased from the store.
2. In most cases, only one person will need to go to the store, once a day.
3. Prior to going to the store, check with other coordinators to see if they need anything.
4. Will see that the Assistant Food Services Coordinator and Assistant Cooks adequately perform their duties.
5. Will be responsible for purchasing supplies for the adequate functioning of the cafeteria and to assure that said purchases remain within the established youth camp budget.
6. Will check with the Assistant Food Services Coordinator to make sure that all invoices and receipts are properly listed and any money is properly counted and wrapped for deposit, then turned into the Administrative Assistant to the State Youth Director daily.
7. Will make sure the Assistant Food Services Coordinator and Assistant Cooks follow proper sanitary procedures in the preparation and serving of meals.
8. Will make sure that adequate food is served to all staff and campers at each meal. We should never run out of food, but we do not want a large quantity of leftovers.
9. Will work with the Camp Coordinator in relation to camp needs and disbursements.
10. Will make sure a proper inventory is made in the kitchen at the end of camp.
11. Will submit a complete statement of petty cash disbursements, receipts and invoices to the Administrative Assistant to the State Youth Director daily.
12. Will attend all worship services

Assistant Food Services Coordinator

JOB DESCRIPTION

1. Will work directly under the supervision of the Food Services Coordinator.
2. Will create a satisfactory menu for all camps with the approval of the State Youth Director.
3. Will need to make sure all food is ordered and delivered to campus prior to each week of camp.
4. Will turn in all receipts and invoices to the Food Services Coordinator.
5. Will be sure that all meals are prepared and ready to serve according to the daily schedule.
6. Will make sure that adequate food is served to all staff and campers at each meal. We should never run out of food, but we do not want a large quantity of leftovers.
7. Will see that the kitchen is kept clean at all times and at the end of each meal all appliances, equipment, etc., are washed thoroughly, the floors swept and mopped, according to health department standards.
8. Will keep a constant check of all equipment in order to ensure that it is operating properly and shall report any malfunctions to the Food Services Coordinator.
9. Thoroughly wash hands prior to preparing and serving food according to the health department standards.
10. Will make sure that all assistant cooks fulfill their responsibilities.
11. Will make sure that the entire kitchen and storage areas are thoroughly clean and in order at the end of each camp.
12. Attend worship services as the schedule permits.

Assistant Cooks

JOB DESCRIPTION

1. All Assistant Cooks are to meet with the Food Services Coordinator immediately after the Staff Orientation Meeting in order to review policies and procedures and to work out the schedule for the week.
2. The Assistant Cooks are to learn the duties of the Assistant Food Services Coordinator and all policies and procedures of the Cafeteria.
3. Workers are to report for duty according to the schedule posted by the Assistant Food Services Coordinator.
4. All workers should strive to keep the cafeteria as clean and sanitary as is humanly possible. They will be expected to do their share of cleaning, including: washing, cleaning, sweeping and mopping the kitchen at the end of each meal.
5. Each worker will strive to be efficient in as many different operations of the kitchen as possible in order to accomplish their job.
6. Some areas of work require knowledge and experience, and each worker should make sure he/she knows how to perform a particular task before attempting to do so.
7. All workers should wash their hands, thoroughly, before preparing and serving food and should strive to be clean and neat in their appearance.
8. When working with food or drinks that are not completely sealed, workers should make sure their hair is properly covered and bound so that it does not come close to the items being prepared or served.
9. Each worker should become familiar with the area in which he/she is serving so that he/she can give suggestions to the Assistant Food Services Coordinator as to when an item needs to be reordered.
10. Should attend all worship services.

DINING HALL COORDINATOR

JOB DESCRIPTION

1. Will work with the Food Services Coordinator to see that all meals are prepared and served at the scheduled time.
2. Will make sure all equipment, tables, chairs, etc., are properly cleaned and set up for each meal.
3. Dining Hall Coordinator & Dining Hall Staff will report to the Food Services Coordinator for schedule and duties above normal job description assignments, etc.
4. Anything deemed necessary by the Food Services Coordinator.
5. Shall have proper cleaning supplies always available for your staff to keep the dining hall, lobby, and restrooms clean.
6. Vacuum/sweep & mop the floor after each meal.
7. Be sure that your staff arrives for work at the scheduled time and fulfills their responsibilities.
8. Will attend all worship services.

Dining Hall Staff

JOB DESCRIPTION

1. Will work directly under the supervision of the Dining Hall Manager.
2. Will keep the dining hall, lobby, and restrooms clean at all times.
3. Will make sure all equipment, tables, chairs, etc., are properly cleaned and set up for each meal.
4. Vacuum/sweep & mop the floor after each meal and spot clean carpet from spills.
5. Be prepared to clean up after each staff meal at R&R.
6. Keep people from carrying food into the worship area.
7. Will attend all worship services.

RECREATION COORDINATOR

JOB DESCRIPTION

1. Will see that all members of the recreations staff perform their duties.
2. Will ensure that all recreation equipment is properly set up each day by the recreation staff, and if necessary, collect it each evening. Will also see that all equipment is properly dismantled and stored at the end of camp. The exact action will depend upon activities scheduled the following week. The Recreation Coordinator should check with the Camp Coordinator for further instructions.
3. Will give the Head Cabin Leader a recreation schedule at breakfast each morning. He/she will in turn will distribute these to the cabin leaders.
4. Will plan recreational activities for those who complete registration early on opening day .
5. Will be acquainted with all game rules.
6. Will prepare rainy-day activities in case of inclement weather.
7. Will strive to set a Christian example for fellow workers and campers in every situation.
8. Will prepare Gatorade or provide water to athletic areas for campers.
9. Will see that competition in the sports and recreation program is properly conducted.
10. Is responsible for maintenance of the grounds both daily and for the final check-up on the last day of camp, in regards to taking care of the rental property.
11. Will develop a bracket of play for each rec sport or activity.
12. Will conduct tournaments and competitions and keep proper records.
13. Will attend all worship services.

Recreation Assistant

JOB DESCRIPTION

1. The Recreation Assistant, working directly under the Recreation Coordinator, will be responsible for the recreation and athletic program for the entire camp. He/she will have a staff working with him/her and will be responsible to see that all assigned duties are carried out.
2. Will be responsible for setting up all recreation equipment before the beginning of activities on the first day of camp.
3. Will make sure that there are sufficient supplies and equipment on hand to play various games.
4. Shall turn in a written order to the Recreation Coordinator when supplies or equipment items are needed.
5. Will conduct tournaments and competitions and keep proper records.
6. Will be responsible for all equipment and its proper use and safekeeping.
7. Will have a plan for activities in case of rain or muddy fields that would hinder regularly scheduled activities but would not completely force everyone inside.
8. Will be responsible for any field day activities.
9. Will attend all worship services.
10. Will be subject to the Board of Directors.

Recreation Staff

JOB DESCRIPTION

1. The Recreation Staff will become familiar with the duties of the Recreation Assistant in order to assist him/her in whatever tasks are assigned.
2. Will become familiar with all camp policies and procedures relating to recreation and athletic activities so that they run smoothly.
3. Will assist the Recreation Assistant and Recreation Coordinator in whatever area they designate.
4. Will attend all worship services.
5. Will be subject to the Board of Directors.

Lifeguard

JOB DESCRIPTION

1. The Lifeguard will work directly under the supervision of the Recreation Coordinator. He/she must be officially certified as a lifeguard to work at camp.
2. Will follow the schedule and be present at the pool at least 30 minutes before scheduled to work.
3. If the pool needs attention, such as, vacuuming, chemicals, etc., on a particular day, the Lifeguard must notify the Recreation Coordinator, who will in turn contact the pool maintenance personnel.
4. At the end of the day, the Lifeguard must:
 - Clean up around the pool area.
 - Clean up the pool house, bagging all clothes and towels left behind.
 - Make sure all showers, sinks, toilets, and floors in the bathroom are clean and operative.
 - Be sure the paper towel and toilet paper dispensers are full.
 - Empty trash cans and put new trash bags in cans.
5. Will coordinate with the Recreation Coordinator on all pool competitions.
6. The Lifeguard's responsibilities are from Monday morning through Friday morning.

ELECTIVES COORDINATOR

JOB DESCRIPTION

1. Will endeavor to fulfill the requirements of pre-camp training as outlined by the State Youth and Discipleship Board.
2. Will confer with the Camp Director/Coordinator concerning electives.
3. Will prepare/requisition any materials needed to facilitate camp electives.
4. Will purchase materials with the Camp Director's approval.
5. Will be prepared to work with cabin leaders, rec staff, or other personnel to secure elective leaders.
6. Will become involved in other camp activities as often as possible, endeavoring to learn the names of both campers and workers and assisting in various areas as the opportunity arises.
7. Will be subject to the Camp Director and Camp Coordinator.

MEDIA COORDINATOR/WORSHIP

JOB DESCRIPTION

1. Will endeavor to fulfill the requirements of pre-camp training as outlined by the State Youth and Discipleship Board.
2. Will confer with the Camp Director concerning music materials.
3. Will prepare the materials for music classes (if applicable), striving to have suitable material for worship and the age level of each particular camp.
4. Will purchase materials with the Camp Director's approval.
5. Will prepare a musical program for each worship service and provide all media for the Media team in a timely fashion.
6. Will be prepared to work with the guest speaker during the worship service and altar service.
7. Will become involved in other camp activities as often as possible, endeavoring to learn the names of both campers and workers and assisting in various areas as the opportunity arises.
8. Will teach music electives as scheduled.
9. Will secure a listing of music to be used and get permission from the publishers to copy.
10. Will be subject to the Camp Director and Social Director.

Media/Sound

JOB DESCRIPTION

1. Will work with the guest speaker(s), worship leader, drama team, etc., to see that specific needs are met for each service.
2. Will need to have all equipment and presentations ready no later than 30 minutes prior to service.
3. Shall be available throughout the camp week to provide services for any and all activities when called upon.
4. Serve as photographer, taking pictures daily of all events, and downloading them onto designated computer each night.
5. Be flexible to fill in other areas of camp when needed.
6. Attend all worship services.

Social Coordinator

JOB DESCRIPTION

1. Will endeavor to fulfill the requirements of pre-camp training as outlined by the State Youth and Discipleship Board.
2. Will be in charge of supervising the social life of campers and directing many special activities. In some camps, there will be designated persons to serve on a program and social committee, but in other camps the Program and Social Coordinator will need to ask for volunteers from staff and campers in order to have assistance.
3. Will plan special activities for the period following evening service and concession time. The Social Coordinator will keep in constant check with the Camp Coordinator in order to know if special activities have already been planned.
4. Will always have at least one hour of fun time prepared.
5. Will have videos and other social activities available for rainy days.
6. Will talk with the Property Manager and be his **contact person** for all needs and emergencies.
7. Will make sure the sanctuary and Activity Building are properly cleaned by the Maintenance Staff (and other staff and campers, if needed).
8. Will be sure that the needs of our guest speaker(s), band members and drama team members, etc., are met throughout the week.
9. Will make sure that the Media and Sound crew fulfill their responsibilities.
10. Will be sure that the Campus Pastor makes himself/herself available to minister to the needs of our campers and staff.

MAINTENANCE COORDINATOR

JOB DESCRIPTION

1. Will clean the Activity Building (including the restrooms), Worship Center (including the lobby, restrooms and glass doors after each activity and service.
2. Be sure the Worship Center is clean, including straightening the chairs, cleaning the lobby and restrooms, at least one hour before each service.
3. Be available throughout the day to assist in other areas of the camp when called upon.
4. Develop a team of Rec Staff workers to assist with trash removal three (3) times daily.
5. Perform any other duties requested by the State Youth & Discipleship Director.
6. Will attend all worship services.

SECURITY COORDINATOR

JOB DESCRIPTION

1. Will endeavor to fulfill the requirements of pre-camp training as outlined by the State Youth and Discipleship Board.
2. Will be in charge of supervising the overall security of the camp.
3. Will assist in recruiting adequate personnel to staff three shifts of security guards.
4. Will instruct all security personnel regarding the security policies and procedures of camp.
5. Will insure an adequate supply of all necessary security forms and pens are available in the security station (Security Log).
6. Will schedule three security shifts and assign personnel to each shift.

Suggested shift times:

10:00 AM—6:00 PM

6:00 PM—12:00 AM

12:00 AM—10:00 AM

(These may be altered to accommodate security personnel with outside obligations as long as security is provided 24 hours daily. Please include two 15 minutes breaks and 1 30 minute meal break in each 8 hour shift. Adjust as necessary for shifts that are less than 8 hours.)

7. Will be the contact person between security personnel, the Camp Coordinator, and State Y&D Director.
8. Will work with Head Cabin Leaders to accommodate late arrivals and early dismissals from camp.
9. Will assist all security personnel in keeping accurate records during camp and turning the completed security log into the Camp Coordinator.
10. Will designate a visitor parking area in which all visitors will be required to park.
11. Will make visitor lanyards available in the security station which all visitors will be required to wear for the entire time they are on campus.
12. Will make sure the security station is kept clean and neat at all times.
13. Will be available to assist in other areas of camp as needed.

Camp Security

JOB DESCRIPTION

1. Will endeavor to fulfill the requirements of pre-camp training as outlined by the State Youth and Discipleship Board.
2. Will be in charge of supervising the security of the camp during his/her assigned shift.
3. Will familiarize himself/herself with the security policies and procedures of camp.
4. Will keep accurate records utilizing the various security report forms provided. (Security Log).
5. Will be on duty (man the security station) during his/her scheduled security shift.

Suggested shift times:

10:00 AM—6:00 PM

6:00 PM—12:00 AM

12:00 AM—10:00 AM

(Please meet with the Security Coordinator for the most accurate shift schedule.)

There will be two scheduled 15 minute breaks and one thirty minute meal break each shift. Please place the appropriate signage on the security station in a place that is visible from a vehicle that may be stopped in the campus entryway.

6. Will contact the Security and Camp Coordinators to help resolve any issues which cannot be resolved or are outside the current policies / procedures of camp.
7. Will contact the Camp Coordinator to inform him of any special guests, State/County Inspectors, or others seeking entrance to the campus. The Camp Coordinator may grant access via phone or come to the security station to meet with the person(s) seeking entrance to camp. The camp Security Guard / Watchman will assist in the enforcement of the Camp Coordinators decision regarding campus access.
8. Will work with Head Cabin Leaders to accommodate late arrivals and early dismissals from camp.
9. Will immediately inform the Head Cabin Leaders and/or the Camp Coordinator if anyone is observed attempting to leave campus without checking out at the security station.
10. Will direct all visitors to the designated visitor parking area for parking.
11. Will make sure every visitor receives and is instructed to wear the designated visitor lanyards for the duration of their visit to campus.
12. Will keep the security station clean and neat at all times.

CAMP POLICIES

IMPORTANT DETAILS

1. Camper cell phone use is allowed at camp. However, if a phone call must be made, contact your Head Cabin Leader. Please review the cell phone policy.
2. If campers use cameras in an inappropriate manner, they should be taken and given to the Camp Coordinator. Film will be destroyed and memory cards erased or destroyed.
3. If you know of people who may be planning on attending camp as a visitor this week, please let Youth & Discipleship Director know this information.
4. Please note during altar times – **Girls pray with Girls – Guys pray with Guys**. There should be no public display of affection going on among the students. At the end of the service tonight—Cabin Leaders will be dismissed first. Upon leaving, go get your refreshments from the concession stand and then go to your assigned place.
5. If you hear of a camper complaining or telling about something that has happen to him/her in a cabin concerning the behavior of another camper or Cabin Leader that is controversial in any way (such as indecent exposure, bullying etc) Please report this accusation as soon as possible so that it may be dealt with in a timely fashion.
6. Pay attention to the sounds and noises that are coming from other rooms in the dorm. **Campers should sleep in their own beds not in the bed with other campers. Campers cannot go back to the dorms without leaders. Each leader should have at least 2 campers with them if they take a camper back to the dorms.** Pillow fights, shaving cream wars; water fights and food fights are not permitted, no towel popping, wrestling, etc.
7. Never be alone with a camper in the dorm room or elsewhere. Should you be in the room alone and a camper come in, do not allow him to enter but tell him he must get another camper.
8. **NO pranks with campers such as swirlies, etc.** No mooning of campers, nor encouraging of this behavior in any form.
9. There should be **NO DISCIPLINE of campers** in any form (hugging trees, standing on heads, paddling, etc). If you have a major problem with campers not going to bed, contact the head Cabin Leader.
10. Everyone is responsible for all the campers! From praying in the altars, to activities a camper may be involved in that could endanger him or the campus **you are responsible for everyone not just the students you brought from your church!!**
11. Guys and girls may sit together BUT guys will pray with guys and girls will pray with girls.
12. First Aid precautions are as follows: Take all prescription medicines to the nurse at registration. **DO NOT MEDICATE the campers.** If girls need hygiene products you may obtain these from the nurse.
13. When at the pool the Life Guards are the responsible parties. If you feel they are not handling a situation properly please inform the Camp Coordinator. **Never enter the pool unless the lifeguards are present.**

Church of God Youth Camp Reporting Policy

In the state of Eastern North Carolina, any person acting in *locus parentis* of a child, including camp staff, should assume they are responsible for reporting any information a child tells them that comes under the categories of abuse and/or neglect. This includes reporting information one child may tell another child, and the second child tells the adult. Abuse and neglect means anything a child says that may or will cause harm to themselves or others. This includes physical abuse or neglect, educational neglect, sexual abuse, and emotional abuse. Some types of emotional abuse and neglect a camper may tell you about can make it difficult for you to know what to report. The following guidelines will help you know what steps to take.

If a child tells you about an instance of abuse or neglect that has happened at camp or elsewhere, try not to act shocked. Be compassionate. Don't ask too many leading questions and just allow the child to talk. While reassuring the camper, use the phrase, "If this happened, I'm sorry." Always use the word "if". Most of the time, when children share something like this, they are telling the truth, or at least the truth as they perceive it. Sometimes, however, a child may make up a story for attention or because he or she is angry at someone. When a Cab-in Leader immediately believes the camper and gets upset about what a child has said, then if the child is lying or exaggerating, this will only encourage him or her to continue the lie. A calm, compassionate demeanor that steadies the child but does not add credence to the alleged incidence is best. Dogmatic statements such as, "if this happened, then you did the right thing by telling" and "this is how the Bible says things need to be handled" have often been used in court. Children need to be told over and over that they have done the right thing by telling.

If a second child repeats what another child told them, let them know that because what they said could hurt someone, you appreciate them letting you know and that you will need to talk to the other child to make sure they are okay. For the most part, the second child told you because he or she was concerned and really does want you to check into things. They may be afraid that the other child may be mad at them, so you may need to reassure the child that you will smooth things over with the other child and explain that the second child has shared the story because they cared. You might want to give the second child the option of going with you to the child in question and talking with them for a few minutes before you talk with them yourself. Share with the child the steps you will take to reassure them about their friend's safety and well-being and that they have done the right thing by telling.

If any staff member notices signs of physical abuse, i.e. cigarette burn marks, bruises on a camper's back side, neck, upper legs, extreme bruising on legs or arms, bruising on the face, a severely withdrawn child, etc., he or she should have someone who works with the child ask how things are going at home to find out if they are willing to talk. If not, and it is extremely obvious that something has happened to them physically, say, "Wow, what a bruise. How did you get that?" Then watch their reaction.

After letting the child talk with you, report what you have learned to your supervisor. Be very discreet. Tell no one else, to protect all innocent parties. Handle the situation quietly, as you would want someone to do for you.

STATEMENT AND POLICY REGARDING TRANSGENDER STUDENTS/CAMPERS

1. Each Church of God Youth Camp will promote Church of God doctrine, theology, and religious beliefs. However, control, supervision, and direction of each particular state/regional/territorial youth camp shall be under the auspices of that particular state/region/territory and its director. All Church of God state/regional/territorial youth camps are private, church-run camps, and are not open to the public.
2. State/regional/territorial youth camps are not “places of public accommodation” but are instead ministries of that particular state/region/territory, conducted for the purpose of the growth and development of the Kingdom of God and the Church of God in each state/region/territory.
3. Each state/regional/territorial youth camp director, with his leadership, hereby reserves the authority, discretion, and right to remove any camper from the camp, at the camper’s expense, for any reason, all within the discretion of the camp director and leadership.
4. Regarding campers who present themselves as transgender students at youth camp:
 - Church of God already has an established policy regarding transgender restrooms, passed at the 2016 International General Assembly. A copy of the “Resolution on Transgender Restrooms” is attached hereto. This policy is applicable to all facilities at youth camps.
 - Church of God’s position on transgender restrooms and LGBTQ+ rights is based on our sincerely held biblical/religious beliefs, which have been long held and promulgated in Church of God. Our position on this matter is based on our interpretation of Holy Scripture. This position also relates to our biblical beliefs regarding same sex attraction and relationships.
 - While we hold these strongly held religious beliefs, Church of God also promotes a policy and spirit of love and encouragement for all campers/students, and young persons who are participating in our ministry. We do not wish to espouse a position of hatred toward any person or persons.
5. Any camper/student who participates in a state/regional/territorial youth camp in Church of God must be housed in the facilities reserved for that person’s sex, as set out on his/her birth certificate. In addition, campers must be dressed in conformance with one’s biological sex. Any camper/student who will not comply with this policy may be dismissed from that particular camp, under the discretion of the youth director and camp leadership.

CODE OF CONDUCT

1. All Campers will be under the supervision of their Cabin Leader at all times.
2. Cell phones are allowed in designated areas and at designated times only. Eastern North Carolina Church of God is not responsible for cell phones, iPods, MP3 players, or other electronic devices brought to camp. Any of the above items brought to camp are brought at the full risk of the camper. All phone calls must come through the camp office at 919- 284-3039 ext. 206
3. Alcohol, tobacco and illegal drugs, including vaping, are strictly prohibited. All medication brought to camp must be left with the camp medical personnel.
4. No fireworks, lighters, firearms, knives or other weapons are allowed.
5. All campers are expected to attend all camp activities unless excused by the Head Cabin Leader.
6. All campers and workers must adhere to the dress code. In general, clothing deemed immodest or inappropriate for particular activities will not be allowed at camp. The following guidelines should be observed: RECREATION: Bring play clothes (no tank tops, strapless tops or halter tops – shorts of modest length are allowed); swimsuit and cover-up (girls are encouraged to wear one-piece suits); and athletic shoes. No translucent clothing will be permitted. FOR EVENING WORSHIP (HS & MS Camps Only): Clothing considered appropriate for normal Sunday evening and/or Wednesday worship/ youth group should be worn to youth camp evening worship. This honors God by presenting oneself before him as prepared for worship.
7. Everyone at camp will be expected to help keep the grounds and facilities clean. Dorm rooms will be inspected daily.
8. All automobiles are to remain parked until camp is dismissed. No one may leave the grounds without special permission from the Camp Director. This includes campers and staff.
9. No camper is to be out of their dorm after “lights out” or before “rise & shine.”
10. Any breach of proper conduct or disregard of camp rules will result in disciplinary action. Serious or repeated infractions will result in dismissal from camp.

YOUTH CAMP CELL PHONE POLICY

Youth camp is a place where students leave their usual routine for one week and give intense focus to spiritual, physical, and social development. The camp environment is free from disruptions that make it difficult for young people to give their full attention to these important elements in their normal, everyday lives.

In recent years, this effort has been hindered by the presence of cell phones. The camp program, along with the camp staff's ability to bond with each student, has suffered because of the interference brought on by phone calls, social media, and text messaging.

However, campers are allowed to bring cell phones to camp. The camper assumes ALL liability for his/her cell phone while at camp. There will be certain times during the day and certain areas of campus where cell phone use will not be permitted. Any camper who takes a compromising picture of another camper or staff member and makes it public in any way may be subject to dismissal from camp. If the law is broken, the appropriate authorities will be notified. Headphones and/or ear buds are not allowed at camp. In the event a camper disregards this policy, camp staff may confiscate the phone until the end of camp.

Emergency phone calls may be made and received at the camp office;
919-284-3039 ext. 206 (State Office).

Thank you for your cooperation, as we have made every effort to ensure that each camper attending Eastern North Carolina Church of God Youth Camp experiences a week of ministry and fun they will remember for a lifetime.

Pre-Camp Training

1. Eastern North Carolina camp training sessions are conducted on the first day of each camp you intend to work.
2. All workers must participate in camp training. Any exceptions due to an emergency must be approved by the State Youth and Discipleship Director. Such exceptions will be made on a very limited basis.
3. The purpose of holding a training session is two-fold: (1) to train workers in their respective areas, and (2) to prepare the workers spiritually to work with campers.
4. Even though a worker might have worked enough in camp to know the procedures and policies very well, he/she is still required to attend the camp training sessions.

Campers at Camp Training Sessions

1. No campers should arrive at camp before 1:00 p.m. on the first day of camp.
2. If workers coming for the staff meeting must bring campers with them, the campers will be required to stay in a supervised area until registration begins.
3. During this time, campers are the direct responsibility of the person with whom they arrive.

Parent-Child Relationships When Both are at Camp

1. At times, parents and their children attend the same camps. Unless requested, it is usually not best for a parent to serve as their own child's Cabin Leader.
2. In either case, parents are not permitted to interfere with normal camp procedure in regard to their child. During this time, campers are the direct responsibility of the person with whom they arrive.

SECURITY POLICIES & PROCEDURES

Youth Camp Security and Visitors Policy: The safety and security of every camper who attends Eastern North Carolina Church of God Youth Camp is one of our highest priorities. With this in mind, we have invested significant time, energy, and money in researching and developing updated security protocols and visitor policies, as well as purchasing security equipment. Each measure has been developed with the security of our campers, your children, as our goal. Thank you for your cooperation as we implement these new policies.

Beginning with the 2016 youth camp season Eastern North Carolina Church of God will provide 24-hour security with a full-time Security Coordinator and Security Team.

Temporary gates will be installed to limit access to and egress from the ENCCOG Conference Center properties. Everyone entering and leaving the facilities will be required to check-in and check-out with our security personnel.

This new policy will be implemented by the following:

Entrance and Egress from Campus

From time to time, camp personnel will need to leave and then re-enter the campus. Their current Camp Staff badge along with photo ID, and an explanation for why they are leaving or re-entering, will be considered the necessary credential for entry/exit. Staff entry and exit will be recorded on the Staff In/Out Form. (This will include but not be limited to personnel not staying on campus, ministry team personnel who are not staying on campus, or camp personnel needing to run camp related errands.)

State Office personnel (Administrative Bishop, WD President, State Y&D Director, State Girls Ministries Coordinator, Secretaries, and Conference Center Property Manager) will be granted access and egress privileges at all times. Sign-in and/or sign-out will not be required for State Office personnel

Areas Off Limits

1. All campers, buildings, and wooded areas not directly involved with the camping program are off limits to campers and staff, unless authorized by the proper personnel.
2. Unauthorized persons are not permitted in the Camp Office, the Nurse's Station, the Concession Stand, Camp Store, or the Kitchen. Please cooperate and set a good example for others to follow.
3. No one is to be near the pool at any time unless there is a scheduled event and proper supervision, such as a lifeguard, is present.

Camp Visitors

1. All visitors must register with security, who will contact the Camp Coordinator, before visiting with campers or staff, except those attending a worship service. It will be the discretion of the Camp Coordinator to grant or deny access. This will be handled on a case by case basis.
2. When persons bring campers to camp or come to pick them up, they should realize we only prepare meals for those registered for camp, and consequently have only a few extra meals. Anyone wanting to eat with a camper or staff member must first check with the Business Coordinator, who will inform them whether or not meals are available. A small fee may be accessed for meals.
3. Visitors should not attend any off-camp activities unless given permission by the Youth & Discipleship Director.
4. The Security Guard will make a record of the visit using the provided visitors sign-in sign-out form in the security log.
5. The Security Guard will make a record of anyone denied access to campus on the Visitor Access Denied Form in the security log.
6. Visitors will be informed of camp policies and will be expected to abide by them.
7. Visitors must refrain from interfering with normal camp operations.
8. Visitors are not allowed to spend the night on the grounds and must leave at the close of the evening worship service.
9. Visitors visiting during a worship service: Visitors are allowed to arrive 30 minutes prior to the beginning of the schedule service time.

Visitors must check in with the security guard and provide the following information:

- Drivers name verified with a valid government issued photo ID
- Vehicle description with plate number
- Listing of first and last names of everyone inside of vehicle
- Visitor vehicles will be required to be parked in the designated area
- Each visitor will receive an identifying visitor pass that must be worn at all times
- Designated seating will be provided in the sanctuary for visitors. For security reasons this will be a seating area separate from campers.
- When dismissed all visitors are asked to exit the premises before continuing the operation of camp activities.
- All visitors will be asked to Sign-Out with the Security Guard when exiting the premises.

Telephone Calls

1. Since camp only lasts for a few days, campers do not need to make or accept calls except in the event of an emergency. Camp phone number is: (919) 284-3039 Ext. 206.
2. A Cabin Leader must be present should a camper need to call home. Campers need close supervision, because they will sometimes exaggerate circumstances and camp treatment when homesick. In this instance, the camper's Cabin Leader should talk with the parent personally to give assurance of our care for their child.

Golf Carts

1. Only the B.O.D. and designated adults are to use golf carts. No camper is allowed to ride on golf carts at any time.

Late Arrivals/Early Dismissals

1. If a camper or staff member arrives at camp after registration is closed, please contact the Head Cabin Leaders for campers, or the Camp Coordinator for staff. Specific instructions for access will be communicated by the Head Cabin Leader / Camp Coordinator.
2. If a camper or staff member is dismissed early from camp, the Head Cabin Leader or Camp Coordinator will communicate with the Security Guard on duty to inform him/her of the early dismissal. Further instruction will be communicated at the time the camper's ride arrives at the security station, or the staff member is ready to leave campus.
3. All persons arriving late or being dismissed early will be required to sign-in and/ or sign-out with security at the security station, utilizing the Youth Camp Sign-In/ Sign-Out Form.

Suspicious Activity/Other Incidents

1. Any suspicious activity observed by the Security Guard is to be investigated.
2. If the activity is determined to be of an inappropriate nature the Security Guard may approach the person(s) involved and seek to stop the activity, or call the Security Coordinator and Camp Coordinator for assistance.
3. If the activity is criminal in nature the Security Guard will immediately call both the Security Coordinator and Camp Coordinator who will then call the appropriate authorities.
4. If the activity involves accident or injury the Security Guard will immediately call the Camp Coordinator and Camp Nurse. Police, EMS or Fire Department may be called as needed and at the direction of the Camp Coordinator. An accurate record of the investigation / incident is to be made in the security log utilizing the incident report form provided.

Camper Age for Camp Attendance

1. Campers should attend the camp designated for their age group.
2. Since we are in the ministry of helping Students in their life journey, the State Youth and Discipleship Director has latitude to make decisions concerning placement of students with special needs (to include: mental/physical development issues, family dynamics, school schedules, etc...) in a camp other than the one designated for their age, as he feels would be the best fit. It is recommended that the State Director consult with the parents/guardians, the local pastor and members of His board to help in his determination of placement.
3. A student can advance up one level provided they are within one year of that age group. (IE: 5th grade can go to Middle School Camp and 8th grade can go to High School Camp). Students are not allowed to move down due to the age specific teaching, programs and games. (Allowing older students to mix with younger students could lead to cases of bullying or other forms of intimidation.)
4. A person who has graduated from high school may attend camp as a camper during the summer of the same year in which they graduate.

Personal Conduct and Hygiene

1. All workers should set an example in personal conduct and hygiene.
2. Cabin Leaders are responsible for camper conduct and hygiene.
3. The goal of our camp is to establish sound health habits and promote cleanliness, adequate rest, proper diet, wholesome exercise, and to help develop good attitudes toward the body as being God's temple.
4. Positively no use of tobacco, alcohol, or drugs is permitted by staff or campers.
5. All campers are expected to adhere to a standard of modesty and decency in their camp attire. This dress code will be enforced by the camp administration. The staff is required to set the example.
6. Knives, weapons, fireworks, or anything deemed harmful will not be permitted. They will be collected and given back to their owners at the end of camp at the discretion of the Youth & Discipleship Director.

Attendance at Activities, Classes and Worship Services

1. All campers and staff members are expected to attend all worship services.
2. All campers and Cabin Leaders will remain in all classes and worship services until they are dismissed. Only authorized personnel are permitted to leave before dismissal.
3. All campers and designated Cabin Leaders will attend all scheduled classes and activities.
4. The absence of a camper must be cleared with their respective Cabin Leader.
5. The absence of a Cabin Leader must be cleared with their Head Cabin Leader.
6. The absence of any other staff member must be cleared with their area coordinator/camp coordinator.
7. All staff and campers should use the restroom prior to any activity, small group meeting, and worship service.

Staff Meetings

1. A staff meeting will be held daily. **Information brings cooperation.**
2. All staff members will attend the daily staff meeting. If needed, the Head Cabin Leaders will arrange an alternate schedule in order to supervise campers during this time.
3. The purpose of staff meetings is to discuss and resolve any problems relating to camp, such as discipline, spiritual problems, etc., and to inform the staff about the day's activities. A time will also be set for prayer and meditation.
4. Any discussion of grievances or problems will be considered confidential and should be confined to staff meetings. Under no circumstances are grievances/problems to be discussed with campers.

Registration of All Walk-On Campers

1. On the first day of camp, a registration booth will be set up.
2. The registration booth will also serve as an information booth to inform campers of their room assignments.
3. The Youth Camp Registration Notebook and File, which lists all room assignments, the number of beds in each room, etc., will be at the registration booth.
4. Head Cabin Leaders should be in the dormitory areas.
5. All walk-on campers should fill out and complete camp application.
6. The walk-on fee, including the late fee, is to be collected.
7. Walk-on campers will be placed according to bed availability and the availability of Cabin Leaders.
8. Each camper's name and number should be recorded in the Youth Camp Registration Notebook and File the same way it is listed on their camp application.

The Daily Schedule

1. The daily schedule might change slightly from camp to camp, but contains basic guidelines that must be adhered to in all camps.
2. Schedules will be given out to all staff members in the staff orientation meeting. Keep in mind that this schedule is subject to change. Please be flexible.
3. Daily recreation schedules will be given to the Head Cabin Leaders at breakfast and they, in turn, will give one to each Cabin Leader.

YOUTH CAMP PROTOCOLS

1. **EXTREMELY BAD WEATHER (Lightening/Thunderstorm)**

- A. Always remain calm
- B. During the day
 - Remain inside the building where you are when the bad weather started
 - Proceed to the first floor and stay away from glass
 - Wait for the weather to diminish
 - Wait for instructions from a staff member before moving to another location
 - Stay away from exterior walls and windows
 - Stairwells and bathrooms are a good place to go.
- C. At Night
 - Move away from exterior walls & windows
 - Stay in dorms unless notified to evacuate to another area
- D. Tornado
 - If there is evidence that a tornado is near, seek shelter under appropriate sturdy objects
 - Do not go outdoors unless instructed to seek shelter elsewhere
- E. Flooding
 - Assess the situation to determine the location, source, and direction of rising waters.
 - Look for an escape route leading to higher/dry ground.
 - Lead campers to higher/dry ground.
 - Contact your Head Cabin Leader to report flood and give your location.
 - Await until further instruction is given for camp personnel.

2. **LOST CAMPER**

- A. Remain calm
- B. Try to locate the person yourself
- C. If you cannot find the person, notify the Youth & Discipleship Director immediately
- D. Try to remember what the child was wearing, description of the child, area last seen and when

YOUTH CAMP PROTOCOLS (continued)

3. INJURY/DROWNING

- A. Assess the injury/situation and provide necessary life saving rescue.
- B. Contact a person with a radio to contact the proper medical team, Head Cabin Leader, Camp Coordinator, & Camp Director.
- C. Render First Aid and comfort care as needed and as you are trained, able and equipped until medical personnel arrive.
- D. Move by-standers away from the injured person to a safe place at a distance.
- E. After the injured person has received proper care, provided a situation/incident report to the Head Cabin Leader.

4. ILLNESS

- A. Assess the situation seeking to determine the level of critical need. Provide necessary life saving rescue.
- B. Send for/call the Head Cabin Leader and Camp Medical Personnel.
- C. Provide comfort care to the sick person until the camp medical personnel arrives.
- D. Provide all information you have regarding the person and the illness.
- E. Move other campers away from the sick camper and from any bodily fluids discharged from the sick camper.
- F. Assist with the clean up of the situation and provide an incident report to the Head Cabin Leader.

5. FIRE

- A. Remain calm
- B. Walk-Do not run-to the nearest exit and move away from the building, dormitories or cabins
- C. Escape immediately and do not return for any belongings
- D. Assemble the campers in a group in an area at least 750 feet from the building that is on fire.
- E. Make sure all campers are accounted for.
- F. Communicate to the Head Cabin Leader:
 - The location of the fire.
 - That you have your cabin with all campers accounted for in your designated area.
 - Await further instructions from camp personnel.

YOUTH CAMP PROTOCOLS (continued)

6. VIOLENCE

- A. Assess the situation and determine, to the best of your ability, the source and degree of the violence and what is necessary to bring an end to the violent act.
- B. Physically intervene, using reasonable force, to end the immediate act of violence. (Acting in accordance with NC Article 27 11SC.390.1 – Article 28 11SC.398)
- C. Send for/call the Head Cabin Leader (HCL) and the Area Coordinator.
- D. Move non-involved campers away from the immediate area where the violence occurred/is occurring .
- E. Work to restore and maintain order until the Head Cabin Leader and area coordinator arrives.
- F. Call the camp medical personnel if needed to treat injuries or provide medical assistance.
- G. The Head Cabin Leader or Area Coordinator will call the Camp Violence Response Team (CVRT) to the location of the violence as soon as it is reasonably possible.
- H. Provide any and all information for an incident report so that the CVRT can fully investigate the incident of violence and take necessary steps to deal with it

ENCCOG YOUTH CAMP VIOLENCE

The Eastern North Carolina Church of God Youth and Discipleship Board seeks to provide a safe, secure, and violence-free atmosphere for our camps. This policy has been developed as a safeguard against potential violence that may take place during the ENC Youth Camp Season. James 1:19-20 says, *“My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, because human anger does not produce the righteousness that God desires.”(NIV)*

The Eastern North Carolina Church of God Youth and Discipleship Board defines violence as any intentional passive or aggressive force or power directed from an individual(s) to another individual(s).

Violence can include but is not limited to:

- A. Verbal - Use of language exhibiting anger, threats, judging, ordering, name calling, or humiliation.
- B. Cyber/Electronic - Social media, texting, email, etc.
- C. Physical - Intentional act causing injury or trauma by bodily contact.
- D. Psychological - Behavior that could cause mental and/or emotional trauma, anxiety, or depression.

The ENCCOG will have a Camp Violence Response Team (CVRT) present at each week of camp that will deal with each occurrence of violence on a case-by-case basis. The CVRT will investigate any alleged acts of violence. If it is determined that violence has occurred, the CVRT will assess the level of violence. The CVRT will then determine appropriate disciplinary action according to the ENCCOG Code of Conduct #10. All individuals involved will be treated with respect and discretion. The CVRT shall have the authority to take any action, which in its sole discretion is, merited by the facts of each case. This authority shall include but not be limited to, the right to require any camper to leave the camp and return home.

NC State Law Article 27. Discipline.

§ 115C-390: Repealed by Session Laws 2011-282, s. 1, effective June 23, 2011, and applicable beginning with the 2011- 2012 school year.

§ 115C-390.1. State policy and definitions.

- (a) In order to create and maintain a safe and orderly school environment conducive to learning, school officials and teachers need adequate tools to maintain good discipline in schools. However, the General Assembly also recognizes that removal of students from school, while sometimes necessary, can exacerbate behavioral problems, diminish academic achievement, and hasten school dropout. School discipline must balance these interests to provide a safe and productive learning environment, to continually teach students to respect themselves, others, and property, and to conduct themselves in a manner that fosters their own learning and the learning of those around them.
- (b) The following definitions apply in this Article:
- (1) Alternative education services. - Part or full-time programs, wherever situated, providing direct or computer-based instruction that allow a student to progress in one or more core academic courses. Alternative education services include programs established by the local board of education in conformity with G.S. 115C-105.47A and local board of education policies.
 - (2) Corporal punishment. - The intentional infliction of physical pain upon the body of a student as a disciplinary measure.
 - (3) Destructive device. - An explosive, incendiary, or poison gas:
 - a. Bomb.
 - b. Grenade.
 - c. Rocket having a propellant charge of more than four ounces.
 - d. Missile having an explosive or incendiary charge of more than one-quarter ounce.
 - e. Mine.
 - f. Device similar to any of the devices listed in this subdivision.
 - (4) Educational property. - Any school building or bus, school campus, grounds, recreational area, athletic field, or other property under the control of any local board of education or charter school.
 - (5) Expulsion. - The indefinite exclusion of a student from school enrollment for disciplinary purposes.
 - (6) Firearm. - Any of the following:
 - a. A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - b. The frame or receiver of any such weapon.
 - c. Any firearm muffler or firearm silencer. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.
 - (7) Long-term suspension. (N/A for Youth Camp)
 - (8) Parent. - Includes a parent, legal guardian, legal custodian, or other caregiver adult who is acting in the place of a parent and is entitled to enroll the student in school under Article 25 of this Chapter.
 - (9) Principal. - Includes the principal and the principal's designee.
 - (10) School official. - A superintendent or any other central office administrator to whom the superintendent has delegated duties under this Article and any principal or assistant principal.
 - (11) School personnel. - Any of the following:
 - a. An employee of a local board of education.
 - b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students.
 - c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.
 - (12) (N/A for Youth Camp)

- (13) Substantial evidence. - Such relevant evidence as a reasonable person might accept as adequate to support a conclusion; it is more than a scintilla or permissible inference.
- (14) Superintendent. - Includes the superintendent and the superintendent's designee. (c) Notwithstanding the provisions of this Article, the policies and procedures for the discipline of \ students shall be consistent with the requirements of the Gun Free Schools Act, 20 U.S.C. § 7151, the Individuals with Disabilities Education Act (IDEA), 29 U.S.C. § 1400, et seq., section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701, et seq., and with other federal laws and regulations. (2011-270, s. 1; 2011-282, s. 16; 2011-282, s. 2.)

§ 115C-390.2. Discipline policies.

- (a) Local boards of education shall adopt policies to govern the conduct of students and establish procedures to be followed by school officials in disciplining students. These policies must be consistent with the provisions of this Article and the constitutions, statutes, and regulations of the United States and the State of North Carolina.
- (b) Board policies shall include or provide for the development of a Code of Student Conduct that notifies students of the standards of behavior expected of them, conduct that may subject them to discipline, and the range of disciplinary measures that may be used by school officials.
- (c) Board policies may authorize suspension for conduct not occurring on educational property, but only if the student's conduct otherwise violates the Code of Student Conduct and the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.
- (d) Board policies shall not allow students to be long-term suspended or expelled from school solely for truancy or tardiness offenses and shall not allow short-term suspension of more than two days for such offenses.
- (e) Board policies shall not impose mandatory long-term suspensions or expulsions for specific violations unless otherwise provided in State or federal law.
- (f) Board policies shall minimize the use of long-term suspension and expulsion by restricting the availability of longterm suspension or expulsion to those violations deemed to be serious violations of the board's Code of Student Conduct that either threaten the safety of students, staff, or school visitors or threaten to substantially disrupt the educational environment. Examples of con-duct that would not be deemed to be a serious violation include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations, and minor physical altercations that do not involve weapons or injury. The principal may, however, in his or her discretion, determine that aggravating circumstances justify treating a minor violation as a serious violation.
- (g) Board policies shall not prohibit the superintendent and principals from considering the student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other mitigating or aggravating factors when deciding whether to recommend or impose long-term suspension.
- (h) Board policies shall include the procedures to be followed by school officials in suspending, expelling, or administering corporal punishment to any student, which shall be consistent with this Article.
- (i) Each local board shall publish all policies, administrative procedures, or school rules mandated by this section and make them available to each student and his or her parent at the beginning of each school year and upon request.
- (j) Local boards of education are encouraged to include in their safe schools plans, adopted pursuant to G.S. 115C105.47, research-based behavior management programs that take positive approaches to improving student behaviors.
- (k) School officials are encouraged to use a full range of responses to violations of disciplinary rules, such as conferences, counseling, peer mediation, behavior contracts, instruction in conflict resolution and anger management, detention, academic interventions, community service, and other similar tools that do not remove a student from the classroom or school building.
- (l) (Applicable to children enrolling in the public schools for the first time beginning with the 2016-2017 school year) Board policies shall state that absences under G.S. 130A-440 shall not be suspensions. A student subject to an absence under G.S. 130A-440 shall be provided the following: (1) The opportunity to take textbooks and school-furnished digital devices home for the duration of the absence.
- (2) Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with the assignment.
- (3) The opportunity to take any quarterly, semester, or grading period examinations missed during the absence period. (2011-282, s. 2; 2015-222, s. 4.5.) § 115C-390.3. Reasonable force.
- a. School personnel may use physical restraint only in accordance with G.S. 115C-391.1.
- b. School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary for any of the following reasons:
- (1) To correct students.
- (2) To quell a disturbance threatening injury to others.
- (3) To obtain possession of weapons or other dangerous objects on the

person, or within the control, of a student.

(4) For self-defense.

(5) For the protection of persons or property.

(6) To maintain order on educational property, in the classroom, or at a school-related activity on or off educational property.

(c) Notwithstanding any other law, no officer or employee of the State Board of Education or of a local board of education shall be civilly liable for using reasonable force in conformity with State law, State or local rules, or State or local policies regarding the control, discipline, suspension, and expulsion of students. Furthermore, the burden of proof is on the claimant to show that the amount of force used was not reasonable.

(d) No school employee shall be reprimanded or dismissed for acting or failing to act to stop or intervene in an altercation between students if the employee's actions are consistent with local board policies. Local boards of education shall adopt policies, pursuant to their authority under G.S. 115C-47(18), which provide guidelines for an employee's response if the employee has personal knowledge or actual notice of an altercation between students. (2011-282, s. 2; 2012-149, s. 10.)

§ 115C-390.4. Corporal punishment. (N/A for Youth Camp)

§ 115C-390.5. Short-term suspension. (N/A for Youth Camp)

§ 115C-390.6. Short-term suspension procedures. (N/A for Youth Camp)

§ 115C-390.7. Long-term suspension. (N/A for Youth Camp)

§ 115C-390.8. Long-term suspension procedures. (N/A for Youth Camp)

§ 115C-390.9. Alternative education services. (N/A for Youth Camp)

§ 115C-390.10. 365-day suspension for gun possession. (N/A for Youth Camp)

§ 115C-390.11. Expulsion.

(a) Upon recommendation of the superintendent, a local board of education may expel any student 14 years of age or older whose continued presence in school constitutes a clear threat to the safety of other students or school staff. Prior to the expulsion of any student, the local board shall conduct a hearing to determine whether the student's continued presence in school constitutes a clear threat to the safety of other students or school staff. The student shall be given reasonable notice of the recommendation in accordance with G.S. 115C-390.8(a) and (b), as well as reasonable notice of the time and place of the scheduled hearing.

- (1) The procedures described in G.S. 115C-390.8(e)(1)-(8) apply to students facing expulsion pursuant to this section, except that the decision to expel a student by the local board of education shall be based on clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students and school staff.
- (2) A local board of education may expel any student subject to G.S. 14-208.18 in accordance with the procedures of this section. Prior to ordering the expulsion of a student, the local board of education shall consider whether there are alternative education services that may be offered to the student. As provided by G.S. 14-208.18(f), if the local board of education determines that the student shall be provided educational services on school property, the student shall be under the supervision of school personnel at all times.
- (3) At the time a student is expelled under this section, the student shall be provided notice of the right to petition for readmission pursuant to G.S. 115C-390.12. (b) During the expulsion, the student is not entitled to be present on any property of the local school administrative unit and is not considered a student of the local board of education. Nothing in this section shall prevent a local board of education from offering access to some type of alternative educational services that can be provided to the student in a manner that does not create safety risks to other students and school staff. (2011-282, s. 2.)

§ 115C-390.12. Request for readmission. (N/A for Youth Camp)

§ 115C-391: Repealed by Session Laws 2011-282, s. 1, effective June 23, 2011, and applicable beginning with the 2011-2012 school year.

§ 115C-391.1. Permissible use of seclusion and restraint. (a) It is the policy of the State of North Carolina to:

- (1) Promote safety and prevent harm to all students, staff, and visitors in the public schools.
- (2) Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.
- (3) Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North

Carolina public schools.

- (4) Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
- (5) Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner. (b) The following definitions apply in this section: (1) "Assistive technology device" means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability. (2) "Aversive procedure" means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following: a. Significant physical harm, such as tissue damage, physical illness, or death. b. Serious, foreseeable long-term psychological impairment. c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blind-folding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities. (3) "Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others. (4) "IEP" means a student's Individualized Education Plan. (5) "Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.
- (6) "Law enforcement officer" means a sworn law enforcement officer with the power to arrest.
- (7) "Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.
- (8) "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body.
- (9) "School personnel" means: a. Employees of a local board of education. b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students. c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.
- (10) "Seclusion" means the confinement of a student alone in an enclosed space from which the student is: a. Physically prevented from leaving by locking hardware or other means. b. Not capable of leaving due to physical or intellectual incapacity.
- (11) "Time-out" means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. (c) Physical Restraint: (1) Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances: a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person. b. As reasonably needed to maintain order or prevent or break up a fight. c. As reasonably needed for self-defense. d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior. e. As reasonably needed to escort a student safely from one area to another. f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan. g. As reasonably needed to prevent imminent destruction to school or another person's property.
- (2) Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited. (3) Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence. (4) Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.
- (d) Mechanical Restraint: (1) Mechanical restraint of students by school personnel is permissible only in the following circumstances: a. When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider. b. When using seat belts or other safety restraints to secure students during transportation. c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person. d. As reasonably needed for self-defense. e. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present. (2) Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited. (3) Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices such as handcuffs by law enforcement officers in

the lawful exercise of their law enforcement duties. (e) Seclusion: (1) Seclusion of students by school personnel may be used in the following circumstances: a. As reasonably needed to respond to a person in control of a weapon or other dangerous object. b. As reasonably needed to maintain order or prevent or break up a fight. c. As reasonably needed for self-defense. d. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property. e. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and 1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times. 2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan. 3. The space in which the student is confined has been approved for such use by the local education agency. 4. The space is appropriately lighted. 5. The space is appropriately ventilated and heated or cooled. 6. The space is free of objects that unreasonably expose the student or others to harm. (2) Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted. (3) Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence. (4) Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties. (f) Isolation. - Isolation is permitted as a behavior management technique provided that: (1) The space used for isolation is appropriately lighted, ventilated, and heated or cooled. (2) The duration of the isolation is reasonable in light of the purpose of the isolation. (3) The student is reasonably monitored while in isolation. (4) The isolation space is free of objects that unreasonably expose the student or others to harm. (g) Time-Out. - Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section. (h) Aversive Procedures. - The use of aversive procedures as defined in this section is prohibited in public schools. (i) Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390.3 or modifies the rules and procedures governing discipline under G.S. 115C-390.1 through G.S. 115C-390.12. (j) Notice, Reporting, and Documentation. (1) Notice of procedures. - Each local board of education shall provide copies of this section and all local board policies developed to implement this section to school personnel and parents or guardians at the beginning of each school year.

- (2) Notice of specified incidents:
- a. School personnel shall promptly notify the principal or principal's designee of:
 1. Any use of aversive procedures.
 2. Any prohibited use of mechanical restraint.
 3. Any use of physical restraint resulting in observable physical injury to a student.
 4. Any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan.
 - b. When a principal or principal's designee has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident.
 - (3) As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of following workday.
 - (4) The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include: a. The date, time of day, location, duration, and description of the incident and interventions.
 - b. The events or events that led up to the incident.
 - c. The nature and extent of any injury to the student.
 - d. The name of a school employee the parent or guardian can contact regarding the incident.
 - (5) No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.
 - (k) Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of teacher education or their agents or employees or to create a criminal offense. (2005-205, s. 2; 2006-264, s. 58; 2011-282, s. 3.)

§ 115C-392. Appeal of disciplinary measures. Appeals of disciplinary measures are subject to the provisions of G.S. 115C-45(c). (1981, c. 423, s. 1.)

§§ 115C-393 through 115C-397. Reserved for future codification purposes.

Boy - Girl Relationships

1. The Church of God Youth Camps encourage a healthy relationship of friendliness and courteousness between all campers and workers.
2. Christian-like conduct is expected of all campers and workers.
3. All couples must remain within lighted areas.
4. All campers and workers must use designated walking paths.
5. Boys are not allowed in the girls' dorm area, and girls are not allowed in the boys' dorm area.
6. Even though a healthy boy-girl relationship is good, such relationships should not at any time hinder campers from participating in and enjoying regular camp activities.
7. All workers are to abide by the same guidelines as campers during pre-camp sessions and camp itself.
8. At no time should a worker let his/her friendliness with others become a hindrance to fulfilling his/her camp responsibilities.

Campers and Workers Leaving Camp

1. No camper or staff member will be at liberty to leave the camp premises without proper authorization.
2. When it becomes necessary to leave the grounds, the proper chain of command must be followed.
3. No one will be given permission to leave the grounds without knowing specifically where the individual plans to go and when he/she intends to return.
4. Should a parent come, send for, or authorize a camper to leave camp, the proper check out procedure should be followed.
5. All campers and workers spending the night on the grounds are expected to be on the grounds to prepare for bed and have lights out by the specified time.

Lights Out Policy

1. "*Lights Out*" means that every person should be in their room and in bed, prepared to go to sleep.
2. Within 30 minutes of this time, everyone should be quiet; within an hour, they should be asleep.
3. "*Lights Out*" time for each camp will be adjusted for its particular age group.
4. All workers should abide by the regularly scheduled "*Lights Out*" time during all camps, unless they are performing a designated job that must be done before bedtime. In such cases, extensions will be granted as needed. However, that worker is then obligated to make every effort to not disturb anyone who has already gone to bed.

Use of Vehicles

1. All private vehicles are to be parked in designated areas during camp.
2. Staff and campers are not allowed to drive personal vehicles during normal camp activities. Any exceptions must be approved by the Youth & Discipleship Director.
3. The only persons authorized to use private vehicles on the campgrounds during camp are as follows:
a) Ambulance Driver, b) Administrative Bishop c) Office Staff d) Business Coordinator, c) Recreation Coordinator, d) Youth & Discipleship Director, and e) Camp Director, or someone authorized by him/her.

Clean-Up Policy

1. All campers and staff members are expected to cooperate in keeping their individual rooms neat and clean at all times, and to cooperate when asked to clean the restrooms and general dorm areas.
2. Recreation Assistant, Recreation Staff, etc. are responsible for the cleanliness of all athletic areas and other areas designated by the Recreation Coordinator.
3. At the close of final activities for each respective area on the last day of camp, all campers will participate in a thorough polishing of the area. The final clean up will be initiated and supervised by the Head Cabin Leaders.

Bathroom Guidelines

1. Bathroom protocol should allow for as much privacy as possible. No teasing should take place in the bathroom area. Cabin Leaders should give campers basic guidelines for proper behavior. Campers should not pull back shower curtains or bathroom doors when stalls are occupied.
2. No popping others with towels. The bathroom is not a place to play!
3. ***Female Cabin Leaders: When the age group is appropriate, please be sure to discuss the proper disposal of feminine hygiene articles with your entire group. Please do not flush tampons/pads down the toilet.***

Personal Belongings

1. Each individual is responsible for keeping up with his/her own personal effects. One should exercise care to prevent misplacing and/or losing one's belongings.
2. The State Youth and Discipleship Department is not responsible for the loss of personal property.
3. Lost and found is located in the concession area. This area houses all found articles. They may be claimed by properly describing the article.
4. **Items left at camp cannot be mailed.** They will be collected at the close of camp and placed in a box marked for that particular camp. Each individual is responsible for contacting the camp in regard to the return of his/her item(s). All unclaimed items will be donated to a local charity after camp closes
5. **We strongly advise campers leave all entertainment electronics (iPods, video games, mp3 players, etc.) at home. We are not responsible for the loss of or damage to such items.**

Care and Destruction of Property

1. All property and effects must be treated with care.
2. **In the event that property is deliberately destroyed, the camper and parents (or staff) will be held responsible for full retribution as determined by the Board of Directors.**
3. Any pranks or "*fun*" activity that infringes upon the rights of others or causes damage to camp property will **not** be tolerated. Such items of a damaging nature include shaving cream, water balloons, etc.
4. At the close of final activities for each respective area on the last day of camp, all campers will participate in a thorough polishing of the area. This final clean up will be initiated and supervised by the Head Cabin Leaders.

Cafeteria Policy

1. No running or rough-housing is allowed in the cafeteria.
2. Campers and unauthorized persons are not permitted in the kitchen area.
3. Breaking in line is not permitted. Staff members are allowed to be at the head of the line when fulfilling a particular responsibility. In this case, they should be there before the serving line is formed and should not break into a line that is already moving unless it is absolutely necessary.
4. Eat as much as you want, but please do not waste food. Second portions of food will be offered only after first servings are completed. The goal of camp is for everyone to have sufficient food without any of it being wasted.
5. Food, dishes, and utensils may not be taken from the cafeteria without proper authorization from the Food Services Coordinator or Head Cook.
6. Since extra meals are limited, no one may invite friends to eat in the cafeteria. The Youth & Discipleship Director must be contacted before any exceptions are granted. A small charge may be assessed for any guests.

Concessions & Camp Store Policy

1. Only authorized personnel is permitted inside the Concessions & Camp Store area.
2. The general schedule for the opening of the Concessions & Camp Store is as follows: a) during the morning break, b) during afternoon activities, c) after evening services. Everyone is expected to pay for all items consumed.
3. The opening and closing of the Concessions & Camp Store will conform to the daily camp schedule.
4. All staff members will be issued a \$10.00 card at the beginning of camp. All workers should present their card for all purchases. The staff concessions card may be used in both the Concessions & the Camp store.

Discipline

1. In the event of minor violations of camp rules, Cabin Leaders and the Head Cabin Leader are responsible for handling the incident with love and prayer. Disciplinary action may include such methods as removal of privileges (loss of swim time, etc.), minor work details (sweeping and/or mopping floors, picking up trash, etc.), but in no case should it include physical punishment.
2. The Board of Directors is responsible for all major disciplinary action.
3. Under no circumstances shall a camper be deprived of food, isolated, or subjected to corporal punishment or abusive physical exercise as a means of punishment..

Sending a Camper Home

1. Every effort will be made to make camp enjoyable and to retain all campers for the duration of camp.
2. In the event a camper must leave camp (due to disciplinary action, homesickness, an emergency, etc.), he/she will only be permitted to leave the premises with his/her pastor, a parent or legal guardian, or someone specifically designated by the camper's parent or legal guardian. The camper's cabin leader should make a full report (including date, time, reason for dismissal, and the person with whom the camper leaves) to the Head Cabin Leader, who will then report to the Camp Coordinator & Camp Director prior to the camper's departure. Personal follow-up is the responsibility of the Camp Coordinator or Camp Director.

Swimming Policy

1. All campers and staff must be properly covered when going to and from the swimming area. Shoes or sandals must be worn to protect feet from pieces of glass or other sharp objects.
2. Campers are never permitted to enter the swimming area unless lifeguards are present and in their proper position.
3. All lifeguards are to be treated with respect by both campers and staff. Workers must be safety conscious at all times.
4. All rules posted at the swimming area apply to both campers and staff.
5. No boys are allowed in the swimming area while girls are swimming, and vice versa.
6. No horse-play is allowed in the swimming area. This includes running, pushing, throwing others into the pool, and/or wrestling. The staff must abide by this rule as well. Violations will result in the revocation of swimming privileges.
7. Campers and staff should not urinate in the swimming area. Restroom facilities are provided for your convenience

Medication

1. All medication must be administered **only by the Camp Nurse.**
2. Prescriptions should be clearly labeled. Campers should bring only the exact amount needed for their time at camp.
3. All medication must be turned into the nurse at registration.

Camp Awards Program

1. **Super Camper** — is to be recommended by the staff and approved by the Youth & Discipleship Director & Youth Board members present. Each staff member is invited to observe the campers to find young people of exceptional character, good cooperation, outstanding achievement, and mature spiritual development. A recommendation form is included in this manual and must be turned in to the Camp Coordinator NO LATER than the final staff meeting of the week. Both male and female participants will receive awards. Super Camper winners will receive a free scholarship to youth camp next year.
2. **Sportsmanship Award** — will be presented to both male and female participants by the recreation staff. These awards will be based upon good sportsmanship during recreational activities. Leadership in team events, conduct, character, and attitude throughout the week will also be taken into account.
3. **Super Staff Award** — will be decided by a vote of the campers themselves as they come into the cafeteria for lunch on the last full day of camp. Members of the State Youth and Discipleship Board are not eligible to receive this award.
4. **Super Cabin Leader Award** — will be presented to Cabin Leaders who exhibit the outstanding qualities of servant-hood, spiritual grace, cooperation, and leadership, and have a genuine love for young people. Recipients will be chosen based upon recommendations from the Head Cabin Leaders and a vote of the State Youth and Discipleship Board.
5. **Super Cabin Award** — the Camp Coordinator will provide Cabin Leaders with an adequate supply of daily score sheets to help them determine the Super Cabin each week. This award, based upon participation, punctuality, clean/dirty rooms or dorms, participation in the Spiritual Emphasis, and overall cooperation with the camp program, will be given to all members of the winning cabin.
6. **Spiritual Emphasis Award** — will be awarded to the cabin that gains the most points for memorizing the list of camp scriptures. Cabins will be evaluated by the head cabin leaders based on overall cabin participation. Points will be awarded to the cabin that engages in Bible Study, Worship Services, Nightly Devotion Time & Scripture Memorization. The cabin with the most points will be recognized at the end of the week.

WHAT TO DO AT THE ALTAR

1. Listen to the Holy Spirit. He will direct you to the right person.
2. Follow the leading of the camp speaker.
3. Approach them and say "What can I pray with you about?"
 - Find out if they are truly saved
 - Their problem may be only a symptom of their real need
4. Assure them Jesus loves them and cares about their problems
5. Help them understand that Jesus can help them with their problem. They should talk to him and ask for help.
6. Your job as a cabin leader is to lead them to Jesus.
 - He solves their problems
 - Forgives their sins
 - Heals their heart
 - Heals their bodies
 - Baptizes them in the Holy Spirit
7. Let the person express themselves
 - Don't talk too much
 - Listen-be a good listener
8. Every person is different. Students are not a "one size fits all." Let the Holy Spirit guide you on how to pray for them
9. Give the Holy Spirit time to work in their heart and life
10. Watch for non-verbal communication. (body language)
11. Let them HEAR you pray, but please don't frighten them by being too loud. .
12. Let them express themselves, crying, raising hands, talking, etc
13. The Holy Spirit will do the work!
14. Afterwards, explain to them what the Lord did for them, salvation, Baptized in Holy Spirit, healed etc.
15. Answer any questions they may have.

Leading Someone to Christ

When leading someone to Christ it is essential to present the Gospel effectively, yet simply. You may be leading someone to Christ who may know very little about God, church, or “religion”. On the other hand, you may be leading someone to Christ who has been in and around the church for a long time, but has never surrendered their heart to Christ. The following “fundamentals” of leading someone to Christ may be extremely helpful.

- A) Ask questions to determine what the individual needs Christ to do in their life.** In other words, determine their “need” for Christ. (Praying for salvation versus praying for a problem)
- B) Determine if they “want” to receive Christ.** People sometimes know they “need” Christ but must also determine if they “want” Christ.
- C) Deal with them as individuals, therefore, communicating that Christ died for them.** Salvation is a one-on-one relationship with Christ.
- D) Clearly communicate “why” we need Christ and “how” we receive Christ.**

The Basic Plan of Salvation

1. We are all in need of God because we are all sinners. (Romans 3:23) You may want to ask, “Do you know for sure what would happen to you if you died tonight?”
 2. Jesus died for us (Romans 5:8) and paid the price for our sin. (John 3:16) Instead of death for our sins God gives us the gift of life through Christ. (Romans 6:23, John 10:10)
 3. We receive Christ & His free gift by faith. (Ephesians 2:8-9) All we must do is believe on Christ and confess our sin. (Romans 10:9-10)
 4. The ABC’s of asking Christ into our life:
 - **A - Ask** Christ for forgiveness of sin
 - **B - Believe** that He died on the cross for me
 - **C - Confess** I am a sinner and in need of God
 5. The gift of salvation is claimed through personal prayer. (Romans 10:13)
 6. We can be sure God heard our prayer and came into our life. (I John 1:9)
- E) Use the Bible as the authority of what you are saying.** Let them read for themselves what God says about salvation.
 - F) Lead them in prayer, or encourage them to pray aloud for salvation.**
 - G) Take time to assure & affirm them of their decision to ask Christ into their heart & life.**
 - H) Show them where to begin reading the Bible.** (Gospel of John is a good starting point) Follow-up on them and help them get established in their new relationship with Christ.

The Baptism in the Holy Spirit

HOW TO PRAY WITH SOMEONE TO RECEIVE THE BAPTISM IN THE HOLY SPIRIT

Today it is essential that youth actively seek for the Baptism in the Holy Spirit according to Acts 2:4. Here are guidelines to lead someone to receive the Baptism in the Holy Spirit.

1. **Find out the name of the person** you are praying with and call them by name while you are praying with them.
2. **Make sure the Baptism in the Holy Spirit is what they have come to receive.** You may be praying for them to receive the Holy Spirit and they have already received.
3. **Instruct them on how to receive before you start praying for them.**
 - **The Holy Spirit is a Gift.** They do not have to beg for Him. He is a gift that has been provided for them to equip and give power to live and work for God. *“If ye then, being evil, know how to give good gifts unto your children, how much more shall your Heavenly Father give the Holy Spirit to them that ask Him.”* Luke 11:13
 - **There are two people involved in receiving the Holy Spirit; the person asking and the Holy Spirit.** The Holy Spirit will give them the words to say, but they must speak them out. Some have said, *“But I’m afraid it will just be me speaking.”* Sure enough, it will be you speaking. The Holy Spirit will not speak for you. **Acts 2:4 “And they spake with other tongues as the Spirit gave them utterance.”**
 - **Jesus is the Baptizer.** You ask Jesus to baptize you in the Holy Spirit. **“Ask, and it shall be given you; seek and ye shall find; knock and it shall be opened unto you.”** **Matthew 7:7**
 - **You must believe when you ask, He is going to fill you.** After you ask Jesus to baptize you, start praising and worshipping Him. Focus on Jesus and not speaking in tongues. Jesus is more eager to give the Holy Spirit than you are to receive.

THINGS THAT HELP PEOPLE TO RECEIVE THE HOLY SPIRIT

1. Praise and worship with them.
2. Pray out loud yourself and ask them to verbalize their prayer aloud to God.
3. Ask other spirit-filled people to pray with you.
4. Encourage them to speak the few words that come to them.
5. Pray in tongues so they will not feel inhibited.
6. Encourage them to continue speaking in tongues after having received.

WHAT NOT TO DO:

1. Attempt to teach them how to speak in tongues.
2. Intimidate the student by praying for them at a volume that distracts or scares them.
3. Tell them they’ve received if they haven’t. They will know when they have received.

Keep the “Camp Fire” Going

BRINGING CAMP BACK TO YOUR CHURCH

Be enthusiastic for them. Do not think, “Oh they will get over it,” or “They always come back this way.” Rather, be elated for them reminding them that this is just the beginning.

Allow them to give a Praise Report to the congregation about their camp experience with God. Also, ask them to witness their experiences to friends and family outside the church.

Involve them quickly in ministry opportunities at the church. Everyone begins somewhere. Whether cleaning, visiting, or making phone calls, find something the young people can be a part of. They will grow and the church will be blessed.

Provide particular outreaches, such as street evangelism or open-air services, that will strengthen their experiences and solidify what God has done.

Write them a letter or note of encouragement. Let them know you are there for them. Sometimes noticing from the pulpit their time spent in the altars or involvement in activities is a good pat on the back and can benefit greatly.

Provide clean, wholesome fellowship and entertainment that youth enjoy. Youth need to be active. Boredom is one of the greatest tools of the enemy.

Build a structure of accountability. You, along with the youth sponsors, must regularly pray over and stay tuned into the spiritual well being of your youth. Do not be afraid to confront in love. Frequently remind parents that they are the keys to proper accountability and provide how-to guidelines.

Start and attend a prayer meeting with the youth. I believe young people are under-challenged. They can be awesome prayer warriors if we lead them.

Please, above all, **make every service a place where teenagers can encounter God.**



**Administrative Bishop
Melvin R. Shuler**

**State Youth & Discipleship Director
Brett Seals**

State Youth & Discipleship Board

**Rob Miller
Tim Cowan, Jr.
Jay Jay Branch
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