



**Camp Worker Training**  
**HANDBOOK**



VERDUGO PINES BIBLE CAMP

# **Cabin Leaders / Camp Workers Training Packet**

*THE MISSION OF VERDUGO PINES BIBLE CAMP IS TO  
PROVIDE A GOD HONORING ENVIRONMENT AWAY FROM THE DAILY ROUTINE and DISTRACTIONS OF LIFE  
WHERE ONE WILL DEVELOP AN INTIMATE RELATIONSHIP WITH THEIR CREATOR, JESUS CHRIST  
THROUGH GOD'S WORD AND THE POWER OF THE HOLY SPIRIT.  
WHERE EDUCATION and EXPERIENCE DEVELOPES an AWARENESS and RESPONSIBILITY  
TO CREATION and the CREATOR.*

At Verdugo Pines Bible Camp we are  
***“Building Memories for a Lifetime and Changing Lives for Eternity”.***

## **Introduction**

This manual is intended to cover the basic procedures, rules and policies that you may deal with on a daily bases. It is also intended to give you an understanding of what is expected of you as a Camp Worker. The conditions and provisions of your involvement, the performance and discipline standards. The law as it pertains to discrimination, harassment and abuse. This packet should give an account of the policies that you will need to know, however, any questions that are not answered here can be ask by contacting your immediate supervisor or the Executive Director.

## BRIEF HISTORY OF VERDUGO PINES BIBLE CAMP

Verdugo Pines Bible Camp is a Christian organizational camp designed to develop the spiritual, social, physical and emotional aspects of man's relationship to God, to nature, and to his fellowman. It provides a Mountain camping experience for "at risk" youth and various other social, religious, and education groups. It also provides for the youth, families and adults of Southern California areas assembly of believers.

In 1938 a group from the local Assemblies began providing the camping experiences for their young people by renting campsites, first at Catalina, and then at Forest Home Christian Conference Grounds. During the 1950's we exclusively rented Forest Home Conference Grounds and in so doing we could only obtain one week during the year. Our camp would consist of approximately 400 young campers, with three different camps running simultaneously. Being able to rent only one week and unable to give the desired individual attention to each camper, the vision than became to own and to develop our own camp.

In July 1960 the Corporation, known as Southern California Bible Conference, Inc., was established. This enabled us in 1963 to purchase the facilities from the Boy Scouts of America and enter into a permit agreement with the United States Forest Service. In the summer of 1963, with the purchase of Verdugo Pines Bible Camp, our program opened with three consecutive camps geared to the individual age groups.

The program now includes eight weeks of Southern California assembly camps during the year and a number of weekend camps for individual assemblies. Being that our focus and mission is primarily on outreach; many of our guests are inter city youth as well as our own youth groups.

The remaining summer weeks and weekends throughout the year are rented to other social, religious, and education groups who operate their own programs.

## LOCATION OF VERDUGO PINES BIBLE CAMP

Verdugo Pines Bible Camp is situated on Big Pines Highway (N4), 7 miles west of Wrightwood at an elevation of approximately 6200 feet, west of Jackson Lake, with undeveloped High Country on the north, south, and west. It consists of 17 acres above Jackson Lake, with access to many adjacent hiking trails. Access to the camp is shown on the map entitled "Big Pines Recreation Area."

## STATEMENT OF FAITH

1. **We believe** in the Holy Scriptures of the Old and New Testaments to be inspired of God, inerrant in the original documents and of final authority in all matters of faith and practice.
2. **We believe** in One God, eternally existent in three persons: Father, Son and Holy Spirit.
3. **We believe** in the full deity of our Lord Jesus Christ, in His virgin birth, in His impeccability, in His representative and substitutionary sacrifice, in His bodily resurrection, in His ascension to the Father's right hand, in His present high priestly ministry and in His personal return in power and glory.
4. **We believe** that regeneration by the Holy Spirit is absolutely essential for the salvation of fallen, sinful and lost mankind.
5. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the believer is sealed until the day of redemption and is empowered to live a godly life.
6. **We believe** in the resurrection of the saved and the lost; the saved unto the resurrection of life and of the lost unto the resurrection to judgment, eternal and conscious.

Counselors are required to hold and practice Verdugo Pines Bible Camps doctrinal Statement of Faith. For the sake of unity, they will not speak against the distinctives that are held by the leadership and speaker of the program, or promote their own distinctives without written permission of the Program Manager, Speaker and Executive Director.

V E R D U G O P I N E S B I B L E C A M P

# Camp Workers Training Packet

## THE ORGANIZATIONAL STRUCTURE

The camping program at Verdugo Pines Bible Camp is under the guidance of the Board of Directors of Southern California Bible Conference, Inc. This body of men, with the support of many local assemblies in Southern California, sets camp policy and supports camp activity through prayer, work and financial fellowship. The Executive Committee, elected from this Board of Directors, carries out the administrative tasks of operation, personnel and facilities planning.

The Vice-President of Assembly Ministries has been appointed to coordinate the actual operation of the camp program. He must coordinate with the Executive Director for facility needs and the weekly Managers with the program needs with the support of the Executive Committee. He is also responsible for Weekly Managers, Speakers, Nurses and Counselors, Recruitment and Training. The relationship of these positions is illustrated in the diagram below:



# Camp Workers Training Packet

## STANDARDS OF APPEARANCE

This standard of appearance policy is for those who are in a leadership role at Verdugo Pines. Leaders are defined as all those who serve in some capacity at Verdugo Pines, either on the facilities staff or the program staff. Those who are on the program staff are the responsibility of the program manager. Those who are on the facility staff are the responsibility of the executive director. Verdugo Pines maintains a standard of appearance because: 1) We are representing Jesus Christ. We believe that everything about our leaders, including physical appearance, portrays a witness for Jesus Christ. 2) That all leaders represent the ministry of Verdugo Pines Bible Camp.

The standards of appearance have been fashioned with the Scriptures in mind: ***“Everything is permissible, but not everything is beneficial ... so whatever you do, do it all for the glory of God. Do not cause anyone to stumble...for I am not seeking my own good but the good of many...”***  
(1 Corinthians 10:23-11:1 NIV)

The standards of appearance are in place to eliminate distractions from those representing Christ.

The standard of appearance is not the only way that a Christian should present himself/herself; rather, it is simply the manner deemed appropriate for this organization and ministry. Likewise, the items prohibited from the standard of appearance are not necessarily wrong for a Christian; rather, they have been deemed inappropriate for the circumstance of this particular organization.

### MEN’S STANDARDS OF APPEARANCE

Men are responsible for knowing and abiding by the Verdugo Pines standard of appearance.

All clothes must be modest and not too tight, without any holes or shred-marks.

Pants will be worn at the waist and at no times will garments under the pants be visible.

Men will wear shirts at all times except while at the pool.

All men will keep themselves, their hair and their clothes clean at all times. Men should bathe/shower daily. It is recommended that they wear deodorant daily. They should keep clean-shaven and mustaches and beards should be neatly groomed.

Wearing jewelry in visible piercings is not allowed

Men will not change their hair color during their tenure at Verdugo Pines.

Guys: No tight swimsuits, i.e. Speedos. Waistlines should come to the waistline.

For safety reasons opened-toed shoes are not allowed except in the pool area.

### WOMEN’S STANDARD OF APPEARANCE

Women are responsible for knowing and abiding by the Verdugo Pines standard of appearance.

All clothes must be modest (not too tight, short, or low in the neckline) no holes or shred-marks.

Appropriate undergarments must be worn at all times. Undergarments must not be visible.

Women will keep themselves, their hair and their clothes clean at all times. They should bathe/shower and wear deodorant daily.

Women will not change their hair color during their tenure at Verdugo Pines.

Pierced ears are allowed, however no other jewelry in visible piercings will be allowed.

Girls: Modest one-piece swimsuits are best. A clean T-shirt must be worn over bikinis, suits with plunging necklines, or those that are high on the thigh.

For safety reasons opened-toed shoes are not allowed except in the pool area.

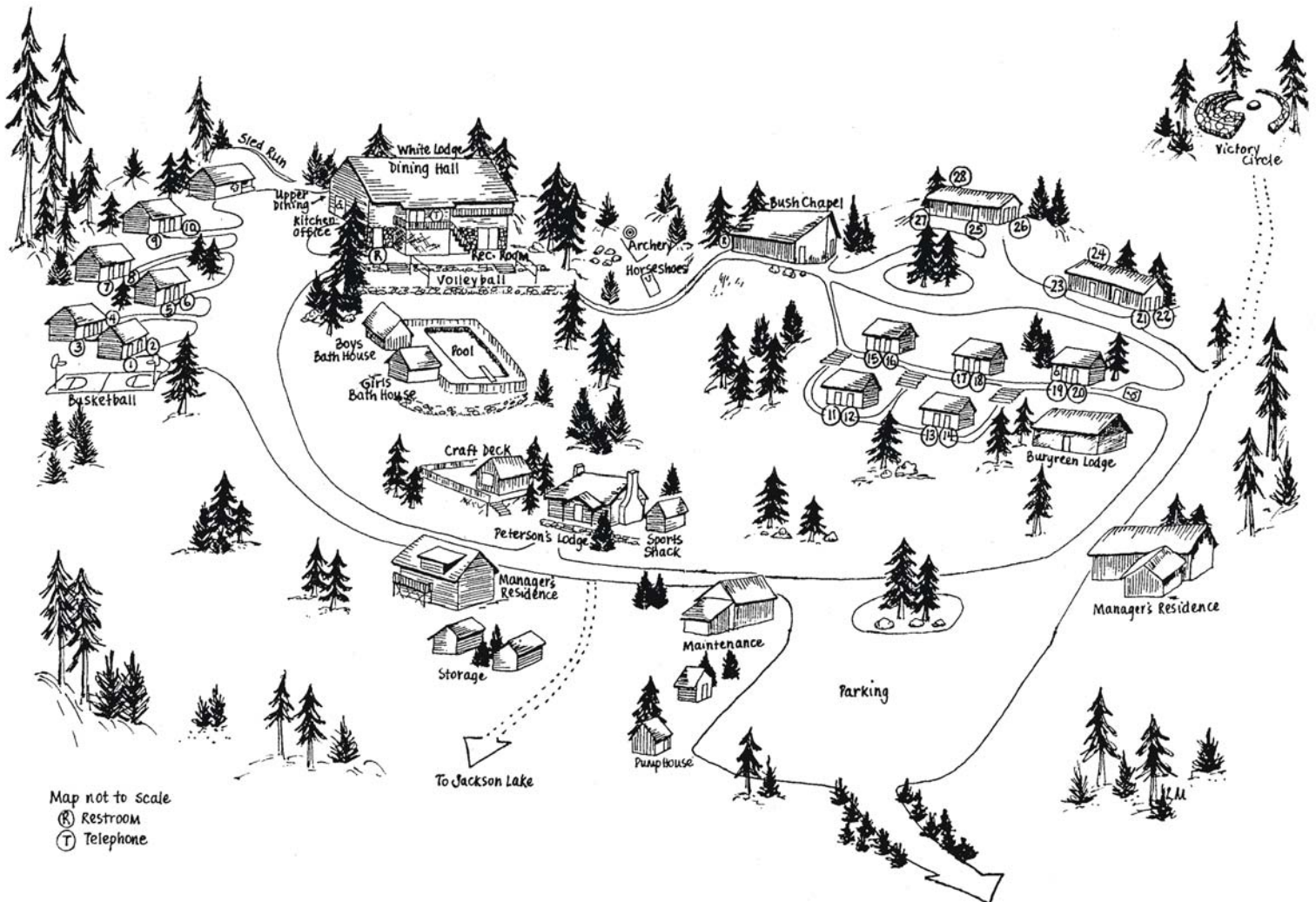
Every aspect of the standard of appearance is subject to the appropriate authority’s discretion. If a member of your leadership asks you to change your clothes, you have the responsibility to comply. If there is a question about whether something “passes the test” the appropriate authority will make the final decision.

# Camp Workers Training Packet

## FACILITY INTRODUCTION & LOCATIONS

### History and Purpose

- 1. Dining Hall
  - 1A. Upper Dining
  - 1B. Lower Dining
- 2. Kitchen
- 3. Recreation Room
- 4. Country Store (store)
- 5. Volleyball Court
- 6. Archery Range
- 7. Horse Shoe Pits
- 8. Basketball Court
- 9. Swimming Pool
- 10. Bush Chapel
- 11. Facility Staff Dorms
- 12. Program Staff Dorms
- 13. Victory Circle
- 14. Cabins (girls/boys)
- 15. Sports Shack
- 16. Peterson Lodge
- 17. Craft Shack
- 18. Fellowship Deck
- 19. Facility Boundaries
- 20. Permanent Staff Housing
- 21. Maintenance Garage
- 22. Boat House / Storage
- 23. Lake / Water Tower





# GENERAL POLICIES and INFORMATION

## RULES and POLICIES

## GENERAL INFORMATION

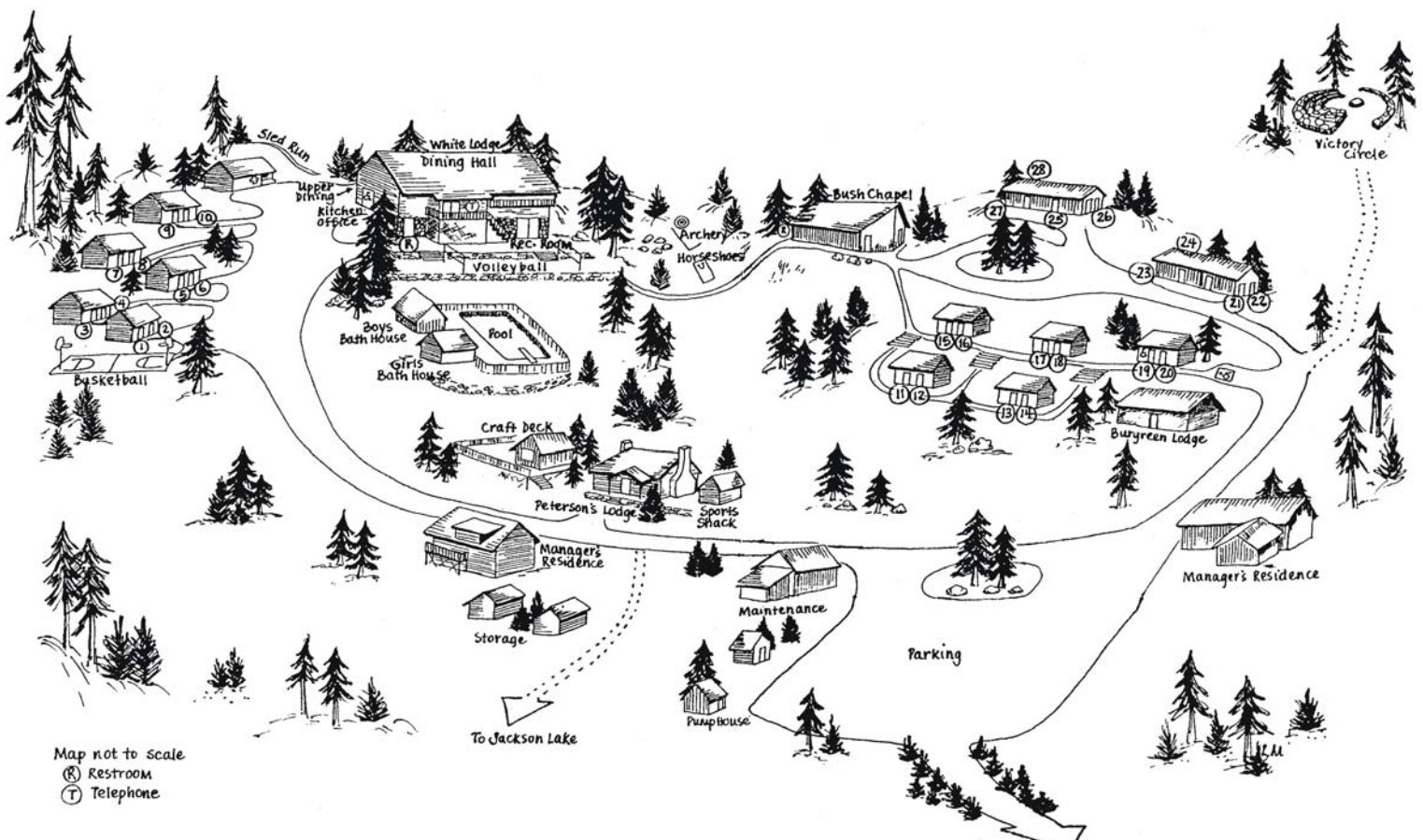
1. **NO Smoking** in or around the Buildings (Lower Parking Lot ONLY)
2. **NO Drugs, NO Alcohol** are allowed on this property.  
All prescription and over-the-counter drugs, turned into the Nurse.
3. **NO Flammable Materials, Chemicals, Candles or Irons.**
4. **Camp Tools and Equipment** may not be used by our guest groups.
5. **NO Throwing stones.** (*Proverbial or otherwise*)
6. **NO Pets** of any kind are permitted on campground.
7. **NO Radios, Cassettes, CD Players, Electronic Games.**
8. **NO Knives, Firearms, Ammunition and other Weapons** permitted.
9. **ALL Vehicles** must be parked in the lower parking lot.
10. **NO Driving** off the paved roads. Obey posted speed limits.
11. **NO Furniture** is to be moved without permission of management.
12. **Facility must be left clean** at the close of the Guest Group session.
13. **Defacing of Camp** property WILL result in a \$50 fine for each occurrence.  
(i.e. graffiti, carving on walls, beds, trees etc.)
14. **Guest Groups** will be charged for any damage to the facility,  
outside normal wear and tear. (i.e. broken doors, windows, beds etc.)
15. **NO Tape** or nails on walls, floors and doors. (Check on Approved Tape)
16. **Fire Equipment** is for fighting fires only. (misuse charge \$50 each)
17. **At the Discretion of the Executive Director,**  
Any unbecoming behavior or conduct may be cause for dismissal.  
No refunds will be given in such cases.

1. Any Visitors to the Campground, must check-in at the camp office
2. When Leaving the Campground, you must report to Manager.
3. Please Shut the Door & Lights when you leave your cabin.
4. The normal thermostat reading, should be set at 68\*.
5. Meal times will be as follows... (unless otherwise stated)

Breakfast.....	8:00 am
Lunch.....	12:30 pm
Dinner.....	5:30 pm

## EMERGENCY ACTION PLAN

1. An Emergency Alarm or call will be sounded throughout Camp.
2. **ALL Campers and Program Staff** are to report to the **Central Gathering Area** located at the top of the main parking-lot and wait for further directions from **Camp Emergency Coordinator**.
3. All Campers will be accounted for by their **Counselors**.  
All Program Staff will be accounted for by the **Program Manager**.  
All Facility Staff will be accounted for by the **Staff Director**.
4. If the **Doorway is blocked**, use a large window to escape.



Map not to scale  
 (R) Restroom  
 (T) Telephone



# Camp Workers Training Packet

## EMERGENCY ACTION PLAN

1. An emergency alarm or call will be sounded throughout the campground.
2. All campers and program staff (manager, speaker, activities, music, counselors) are to report to the **Central Gathering Area** located in the **Main Parking Lot** and await further direction from the **Emergency Response Coordinator**.
3. In the case on an emergency requiring evacuation of the campground, All persons will be directed toward Jackson Lake and Big Pines Highway.
4. All campers will be accounted for by their respective **Counselors**; All counselors and program staff will be accounted for by **Program Manager**; All facility staff members will be accounted for by the **Staff Director**.
5. As all persons are being accounted for, the following actions will take place:

All resident and summer staff will report to their assigned **Response Teams** at the **Volleyball Court** and check in with the **Emergency Response Coordinator** who will have radio contact with the Executive Director.

An immediate assessment of the situation will be made.  
A plan will be formulated to best respond to the emergency,  
by The Executive Director or the appointed **Officer Of the Day**.

The **response teams** (made up of no less than two persons) will begin checking all buildings and grounds for anybody who did not respond to the alarm.

After **response teams** has cleared their assigned building they will report the status of the building to the **Emergency Response Coordinator**.

**Emergency Response Coordinator** will direct the **response team** members to assist in rescue and medical duties and the distribution of emergency supplies.

6. As **response teams** clear their areas of responsibility they will report to the **Emergency Response Coordinator** at the Central Gathering Area.

# EMERGENCY PROCEDURES

## ***Storm Related:***

If upon arrival of group --

- Evaluate safety for age of group
- Discuss with group leadership the safety factors
- Activate or Terminate the group's rental time

If guest group is on site:

- Evaluate safety for building to building evacuation
- In a supervised manner, move groups to the safe-designated building
- Await further instructions

If upon departure of guest group:

- Call for road condition reports
- Discuss safest routes with group leadership
- Have group call back to camp upon safe arrival

## ***Power Outage:***

- Have group stay where they are
- Evaluate safety for moving around
- Use portable propane lanterns in main areas
- Use flashlights for walking around
- Check camp ground for possible downed power lines or other problems and take action to make area safe
- Call Southern California Edison Company 1-800-442-4950 to report
- Relocate group if necessary
- Await further instructions

## ***Earthquake:***

- If inside a building stay there and take cover
- Use caution when going outside
- If outside a building stay there and proceed cautiously to an open area
- Don't panic, remain calm
- Make a quick initial check *around you* for injured or trapped people and other possible hazards. Report to **Emergency Response Coordinator**
- Follow the camp's **Emergency Action Plan**

V E R D U G O P I N E S B I B L E C A M P

# Camp Workers Training Packet

## PART TIME VISITORS

Occasionally visitors will arrive at Verdugo Pines Bible Camp unannounced. Individuals or small groups of up to 10 persons could conceivably arrive at the campground and asked to share in a meal with their family or friends. This normally adds stress to camp management concerning food preparation, lodging, activities, and modifying group payments.

Southern California Bible Conference Inc. policy at Verdugo Pines Bible Camp concerning 'Part Time Visitors to our Camper Program' is outlined as follows:

1. Part time visitors are always welcome, and are encouraged to visit their family and friends at the campground facility, parents or friends of campers must make contact with Camp Office
2. Program Managers are responsible to quickly notify the Officer of the Day when Part Time Visitors arrive, and direct Visitors to the Camp Office (or dining hall).
3. The Officer of the Day will record visitor names in the camp visitor's log, explain camp safety policies, and answer any questions.
4. The Officer of the Day must notify the Camp Nurse concerning all Part Time Visitors.
5. The Camp Secretary will compile and report information on Part Time Visitors with Registered Campers for insurance purposes.
6. The Food Service Manager must determine if there will be enough food for part time visiting groups before the Officer of the Day can offer any meals. Feeding the Registered Campers will always be top priority.
7. The Officer of the Day will ensure lodging and/or meal arrangements are made, and payment is collected at that time.
8. Meal costs will be clearly posted in the dining hall for Part Time Visitor convenience.
9. Part Time Visitors will be treated courteously as guests.

# Camp Workers Training Packet

## SEXUAL HARASSMENT

Southern California Bible Conference, Inc. representing Verdugo Pines Bible Camp has adopted a 'zero tolerance' policy against harassment because of sex, which includes sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical condition. Every reasonable step will be taken to prevent sexual harassment from occurring. However, if you believe you have been unlawfully harassed, we insist that you report the incident immediately and according to the following procedure so that your complaint can be resolved quickly and fairly.

1. When possible, confront the harasser and persuade him/her to stop.
2. Provide a written complaint to your supervisor or the Executive Director of Verdugo Pines Bible Camp, any Executive Board Member or Board of Governors in the Southern California Bible Conference, Inc. as soon as possible after the incident. Include details of the incident(s), names of individuals involved and the names of any witnesses.
3. Supervisors will refer all harassment complaints to the Executive Director. The Executive Director will immediately conduct a thorough and objective investigation of the harassment allegations.
4. If the Executive Director determines that unlawful harassment has occurred, he will take effective remedial action in accordance with the circumstances. Any employee the company determines to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination.
5. Whatever action Southern California Bible Conference, Inc. representing Verdugo Pines Bible Camp takes against the harasser will be made known to the employee lodging the complaint. Southern California Bible Conference, Inc. representing Verdugo Pines Bible Camp will take appropriate action to remedy any loss to you resulting from harassment.
6. Southern California Bible Conference, Inc. representing Verdugo Pines Bible Camp will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

If you have any questions about Southern California Bible Conference, Inc. policy against sexual harassment because of sex or the procedure for filing complaints, please contact:

Name: John Bourbonnais, Executive Director  
Phone: (760) 249-3532/3699

Attached is a contact list of the Board of Governors and their respective phone numbers.

***Attention All Camp Workers,***

The following members of the Executive Board or Board of Governors, may be contacted if you are sexually harassed and chose, for whatever reason, Not to inform the Executive Director or your supervisor first.

Employees or volunteers may also contact the Executive Director, Executive Board or Board of Governors for any perceived injustice that might occur on this campground or with the staff personnel.

Larry Mellinger  
Member of the VPBC Board of Governors  
(626) 357-3232

Tim Boubonnais  
Member of the VPBC Board of Governors  
(951) 789-1787

Brian Sanders  
Member of the VPBC Executive Board  
(661) 572-4572

Paul Kersey  
Member of the VPBC Executive Board  
(714) 895-9605

Rod Chance  
Member of the VPBC Executive Board  
(909) 987-3306

Sincerely,  
John Bourbonnais, VPBC Executive Director  
(760) 249-3699

# Camp Workers Training Packet

## CHILD ABUSE

### Guidelines and Recommendations for the prevention of Child Abuse

In an effort to preserve the camp, staff and ministry from undue and unfounded accusations regarding inappropriate moral behavior, and in light of society's preoccupation with homosexual lifestyles, the following guidelines must be observed:

#### 1. IN RELATION TO CAMPER WITH COUNSELOR/STAFF –

- a. The counselor/staffer, during daylight hours when engaging in one-to-one conversation with a camper, will be in a public place and not in the confines of a cabin.
- b. Be discreet in your discussions with campers. Also remember when you are talking with other adults that your conversations might be overheard by a camper. BE DISCREET in topics of conversation.
- c. If a counselor/staffer wishes to visit a camper who is alone in the cabin or the infirmary in the evening hours, he will do so only when accompanied by supervisory personnel.
- d. A male counselor/staffer should not isolate himself with an individual female. Likewise, a female counselor/staffer should not isolate herself with an individual male.
- e. In case a female camper needs to be transported, at least one female adult should accompany her. When a male camper needs to be transported, at least one male should accompany him.
- f. Cabins and bathrooms are off-limits to members of the opposite sex. Male campers/staffers will not enter girls' cabin, and female campers/staffers will not enter boys' cabins.
- g. Take showers in private. Counselors should not use the showers while campers are bathing.
- h. Be discreet when dressing in the cabins. Turn your back to the campers. Do not walk around the cabin disrobed.
- i. Refrain from behavior that could be interpreted as "sexual" in nature (i.e. kissing campers, fondling, inappropriate touching, or inappropriate disrobing). More harmless touching (i.e. hugging, back rubbing, and sitting on the lap) is considered inappropriate at camp.
- j. Counselors/staffers need to set the example by refraining from physical contact and public displays of affection. (PDA)
- k. Refrain from showing pictures which can be considered sexual in nature.
- l. Never hit a camper. Physical restraint can be used if necessary, but do not hit.
- m. Counselors/staffers and weekly program directors will not administer corporal punishment. Discipline of campers will be achieved by other means (i.e. "assertive discipline", time-out, restriction, etc.) and then only by the program manager or his designee.

#### 2. IN RELATION TO CAMPER WITH CAMPER –

- a. The counselor should be constantly aware of any inappropriate expressive behavior between any two campers under his/her supervision.
- b. Cabin groups will be discouraged from any skit, jokes, or costuming which purposes to assume the appearance of the opposite sex.

**REPORT ANY SUSPICIONS, OBSERVATIONS, OR PROBLEMS TO THE WEEKLY CAMP MANAGER. DOCUMENT ANY PROBLEMS OR SITUATIONS THAT ARE QUESTIONABLE OR COULD RESULT IN CHARGES BEING LEVELED LATER ON.**

I, \_\_\_\_\_, am in full understanding and agreement of the above guidelines. I recognize them as an addendum to the basic policies set forth in the current camp policy manuals of Verdugo Pines Bible Camp. I also understand that this constitutes a part of my signed contract with Verdugo Pines Bible Camp.

# Camp Workers Training Packet

## SUICIDE PREVENTION

In an effort to preserve the camp, staff and ministry from undue and unfounded law suits regarding SUICIDE COUNSELING, the following guidelines must be observed.

### 1. IN RELATION TO CASUAL CONVERSATION.

- A. When a counselor is talking casually with a camper and the camper mentions they have considered suicide (past tense) or is now considering suicide (present tense) It is mandatory that you report the conversation to the Nurse immediately.
- B. Do NOT leave the camper alone. Leave camper in the care with another adult counselor or send another counselor to get the nurse, and you stay with camper.
- C. Do NOT counsel camper. It is the responsibility of the nurse. You may stay with camper as support and empathize but leave the counseling to others.

### 2. IN RELATION TO PRIVATE COUNSELING.

- A. When counseling or talking with a camper and the camper mentions they have considered suicide (past tense) or is now considering suicide (present tense) It is mandatory that you report the conversation to the Nurse.
- B. Do NOT leave the camper alone. Walk with camper to Nurses station or call the nurse on phone or radio or send someone to get the Nurse.
- C. Do NOT counsel camper. It is the responsibility of the nurse. You may stay with camper as support and empathize but leave the counseling to others.

### 3. IN RELATION TO PUBLIC TESTIMONY.

- A. If the camper shares publicly of past experiences or past desires to commit suicide. Report the statement to the nurse. Let her decide the value or importance.
- B. If the Camper shares publicly he has considered or is considering suicide. Befriend camper or if another has already befriended them, assure they are not left alone and contact the Nurse, Program manager or the Executive Director.
- C. Do NOT counsel camper. It is the responsibility of the nurse. You may stay with camper as support and empathize but leave the counseling to others.

*It is mandatory that all conversation pertaining to suicide are reported to the Nurse, Program manager or the Executive Director.*



# Camp Workers Training Packet

## CULTURAL DIVERSITY

Verdugo Pines Bible Camp recognizes the problems that can come from being insensitive to camper and staff members' cultural differences. So as not to offend others and the God who has created them we have established guidelines regarding Ethnicity and Cultural differences, the following guidelines must be observed.

### 1. IN RELATION TO CULTURAL DIFFERENCES.

- a. According to Scriptures... Christ love for ALL man kind was demonstrated when He gave His life for them. We as His representatives should act and speak in love and grace as He would in our culture.
- b. According to the U.S. Constitution... All men are created equal and are protected by the law.
- c. In each Culture there are distinguishing differences. To disrespect these differences would be to disrespect the God who created them and the law of our nation that protects them.
- d. Learn form these differences and accept them as one of Gods varieties of life.
- e. The ONLY time you may speak out against these differences is when they conflict with scripture or are harmful to others in any way.

### 2. IN RELATION TO CASUAL CONVERSATION.

- a. When talking casually with a camper or staff members and racial slurs are used, respond quickly to correct and nullify any conversation that is not honoring to God or shows disrespect for others.
- b. Suggest alternative wording or comments of a positive nature.
- c. Communicate the value that God sees in cultural diversity.

### 3. IN RELATION TO PUBLIC CONVERSATION.

- a. When speaking publicly with campers or staff members, racial slurs, jokes or disrespectful comments concerning cultural deference's is NOT to be used at any time for any reason.
- b. Communicate the value that God sees in cultural diversity. Create a learning experience.

### 4. IN RELATION TO ACCUSATIONS OF RACISM.

- a. When accused... DO NOT try to justify your comments if you are guilty. Apologize and communicate the value that is in diversity.
- b. If accused falsely... Communicate the value that is in diversity and clarify your acceptance of individual or group of individuals.
- c. Accusations of racism are a serious matter. Report any accusations to the Executive Director.

### 5. IN RELATION TO DISCIPLINE OF RACISM.

- a. Provide a written complaint to your supervisor or the Executive Director or any Executive Board Member or Board of Governors as soon as possible after the incident. Include details of the incident(s), names of individuals involved and the names of any witnesses.
- b. The Executive Director will conduct a thorough and objective investigation of the racism allegations.
- c. If the Executive Director determines that racism has occurred, he will take effective remedial action in accordance with the circumstances. Any employee the company determines to be responsible will be subject to appropriate disciplinary action, up to and including termination.
- d. Representatives Verdugo Pines Bible Camp will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

If you have any questions about Southern California Bible Conference, Inc. policy against racism or the procedure for filing complaints, please contact:

Name: John Bourbonnais, Executive Director Phone: (760) 249-3532

# Camp Workers Training Packet

## SEARCH & SEIZURE

The primary concern for camper safety is the underlying reason for having a 'Search and Seizure Policy' at Verdugo Pines Bible Camp. Invasion of privacy issues may be superseded by safety concerns. Requested Inventory of camper or staff belongings upon request will be conducted if probable cause is suspected, there will be a second adult present for the inventory. Do not embarrass the camper in front of other campers or a group of staff members. Be sure policies and procedures are conducted uniformly.

### ***What about searches of staff belongings?***

The camp may search employee or camper lockers, desks, cabinets, purses, packages, cases, other personal effects or the person of any employee or camper. Where there is a reasonable basis or probable cause to believe that the employee or camper is in possession of, and/or concealing drugs, alcohol, stolen property, or property possessed or concealed without authorization upon the premises and/or on the person and to take possession of such items where so found or discovered.

There should be reasonable or probable cause to believe that an employee or camper possesses or is concealing drugs, alcohol, stolen property, or other property prior to undertaking any search. For example, reasonable or probable cause can be established if there is suspected possession, control, distribution, or sale of any drug. This can include the receipt of reliable information that the camp's policy with regard to drugs has been violated. While it is not possible to provide a definition of "reasonable or probable cause" that will fit every case, the factors which lead to a search decision should only be that which would cause a reasonable person, acting in good faith, to suspect that a violation of the camp's policies has occurred.

Examples of reasonable basis or probable cause may include, for example:

- Observing an individual in possession of something that appears to be prohibited;
- Observing prohibited item(s) in an employee's desk or locker or other area under control of the employee; or
- Timely notification from a reliable source that the employee possesses or is concealing a prohibited item.

The search should be related to the purpose of the search. Searches should not be random.

### ***Guidelines for Searches***

In any case, when reasonable or probable cause exists, follow these guidelines strictly. Where a supervisor has been specifically told by competent witnesses or the subject employee that any such item is currently possessed or concealed in a locker, desk, or cabinet, or a supervisor or department head actually sees that any such item is currently possessed or concealed in any such location, that supervisor should:

Contact the Executive Director, if he is not in-house, call and have them report to the camp immediately. If they cannot be located, contact the Officer of the Day on call and request that he report immediately. No search may be undertaken under this policy without the permission of the Executive Director, Camp Manager, or, in his absence, the Officer of the Day on call.

The designated management employee should then contact the subject employee or camper. In the presence of that employee or camper, he/she should be advised that the camp policy allows the camp to conduct searches and that he/she is being asked to submit to a search of his/her locker, desk, cabinet, etc. The employee or camper should also be advised that there is reasonable suspicion to believe that a prohibited item is contained in the area to be searched. The employee's or campers permission to search should always be requested.

The subject employee or camper should be advised that, as an alternative to a search, he/she may voluntarily produce the item that is suspected to be in the area to be searched. If the subject employee or camper refuses, the search should not be undertaken by force. If the employee or camper refuses to promptly cooperate and submit to the search, he/she should be advised that refusal constitutes insubordination which will subject him/her to discipline for that offense, which discipline may include dismissal. Campers who refuse to allow a search to be conducted will be immediately dismissed from the camp ground with no refund. Physical contact with and/or restraint of an individual is only a last resort and should only be undertaken if there is a reasonable belief that the safety of other individuals or property is at stake.

If the subject employee or camper grants permission for the search, the search of the locker, desk, cabinet, etc. should be undertaken immediately and in the presence of the employee or camper and designated management.

All searches must be conducted in a uniform and nondiscriminatory manner.

No individual may be harassed prior to, during or after a search. Each search must be undertaken with due respect for the individual and with professionalism.

If the incident involves more than one individual, separate them and take them to a location where they can be questioned individually about the incident.

## ***Chain of Custody***

If a prohibited item is found, confiscate it, establish a chain of custody, and follow these chain-of-custody precautions:

1. If drugs/alcohol/unauthorized property is found, it should be confiscated immediately. It should then be placed in an envelope or container large enough to hold the item(s). The envelope should be securely sealed. A receipt should be provided to the individual from whom the item is confiscated and he/she should be advised that the item may be returned to him/her after the camp makes a determination as to its response and after the resolution of any legal or administrative proceeding involving the item.
2. The name of the individual searched, the date, and the time of the search should be written on the envelope. In addition, the envelope should be signed by the individual performing the search, as well as any witness (es).
3. The envelope should be given to a camp officer who shall, in turn, deliver it to the camp director and the officer shall place the envelope in the camps safe. This individual may, if appropriate and if law enforcement authorities are involved, turn the property over to such authorities. A receipt should be requested and received from law enforcement authorities before the property is given to them. The receipt must include an accurate and detailed description of the property.
4. The envelope must be stored in a safe place and arrangements made for the further inspection of the property if there is any doubt as to whether it is prohibited under the camp policy.
5. A strict record of custody should be maintained at all times. Possible fingerprint verification should be kept in mind where possession or control is denied. No fingerprints of the searchers should be added to the weapon. If the property is further analyzed, the date and time that it is sent for analysis should be recorded in addition to the name of the person to whom custody was given. Also, a detailed and accurate receipt should be written and tendered.

6. If the property is returned to the camp, the record of custody must be continued until such time as any administrative matter involving the property is concluded and not until the camp's decision in the matter is upheld, reversed, or can no longer be challenged.

If prohibited item(s) are found, ask the subject employee or camper for an explanation of the matter.

If alcohol or drugs are discovered, suspend the employee or dismiss the camper with no refund, or if the employee or camper appears to be under the influence of alcohol/drugs, follow written camp policies.

If nothing is discovered, the subject employee or camper should be advised that he/she should return to their daily routine.

### **Prepare a Written Report**

Regardless of the results of the search, the person who performs a search must prepare a detailed and accurate written report for the camp immediately following the search, and send such report to the camp director.

At a minimum, the report must contain:

- The date, time, and place of the search;

- The name of the individual searched;

- A statement of the reasons why the search was conducted;

- The names of any witnesses;

- A written statement from the witness(es); and

- The results of the search and a description of the camp's reaction to finding any prohibited item, i.e. discipline, order to leave the premises, etc., and the individual's response to the camp's reaction.

A written report will be kept by the Executive Director, the search must be reported to a member of the Executive Board of Directors. All information relating to the search must remain confidential.

# Search & Seizure Form

Date:	Time:	Place:
Name:		
Reason for Search:		
Witness:		Witness:
Witness:		Witness:
Witness:		Witness:
Witness:		Witness:
Results of Search:		
Verdugo Pines Bible Camp Action:		
Individual's response to Verdugo Pines Bible Camp Action:		

# Witness Statement Form

Witness:		
Date:	Time:	Place
Statement:		

# Camp Workers Training Packet

## HANDLING BLOOD & BODY PATHOGENS

1. For your protection, put on disposable gloves, a dust mask, & goggles.
2. Sprinkle **RED-Z** evenly over spill. Allow sufficient time for solidification.
3. With a scoop, place the contaminant into a disposable trash bag.
4. Using paper towels, clean the area of contamination with water.
5. Using a disinfectant cleaner - spray on the area of contamination for final cleaning.

**The above 5 steps are for hard surfaces such as tile, linoleum, etc.**

6. If the area contaminated is on carpet, follow steps 1 thru 5. You will then need to use the carpet cleaning machine to complete the cleaning.
7. Use Quat Sanitizer afterwards to disinfect.
8. If the contaminant is on outside surface or dirt . . . follow steps 1 thru 4 then using a disinfectant - spray the area of contamination.
9. If Blood . . . all items used in the clean up are to be disposed of into the hazardous-waste bin located in the nurse's cabin.



# Camp Workers Training Packet

## TRAFFIC CONTROL POLICY

The traffic control policy provides guidelines for proper vehicular use on the campground.

### 1. While campers are arriving or departing.

All personal vehicles will be confined in the parking lot with the exception of vehicles authorized by the Executive Director.

Vehicles will be kept to a minimum on camp roads while campers are loading and unloading personal belongings.

Camp trucks may be used to transport camper baggage and sleeping bags, but campers may not ride in any camp vehicles.

Designated areas for baggage drop-off are adjacent to the volleyball court for cabins 1-10 and the handicap parking area adjacent to cabin 20 for cabins 11-20.

Cones and signs will be placed at the top of the parking lots for both access roads to the camp forbidding unauthorized vehicular traffic during the registration of campers.

### 2. While counselors and managers arrive prior to camper arrival, and after camper departure.

Personnel may drive freely about the campground to unload equipment, personal items, etc, until 1 hour prior to camper arrival.

Counselors and managers must relocate their vehicles to the parking lot 1 hour prior to the anticipated arrival of campers.

After the campers have departed, counselors and managers may move vehicles to gather their personal belongings and equipment.

### 3. While campers are on the campground.

Vendors and authorized vehicles may drive on the campground.

Visitors must park their vehicles in the lower parking lot and check in with the Executive Director or the Officer of the Day for permission to operate their vehicles on the campground.

'No Unauthorized Vehicle' signs will be posted at the top of the parking lot at each access road during the week.

### 4. Campground Speed Limit

Golf carts, personal vehicles and camp vehicles must observe the 5 mph speed limit posted on the campground while campers are present or absent.

### 5. Camp vehicle use limitations.

Campers may not ride in camp vehicles (trucks, golf carts) at any time.

Camp vehicles may be used to jump start personal vehicles.

Camp personnel are not authorized to drive camper personal vehicles.

Personnel are not authorized to ride in camp vehicle where there are no seat belts available.

Golf carts are not to driven off the pavement.

Golf carts are not to driven by staff or personnel under the age of 18 and/or without permission from the Executive Director.



**Expectations and Requirements of a**  
**"CABIN LEADER"**

**Acts 20:28**

**Keep watch over yourselves and the flock  
of which the Holy Spirit has made you overseers.  
Be shepherds of the church of God,  
which he bought with his own blood.**



# CHANGING THE TERM "COUNSELOR" TO "CABIN LEADER"

- The term "Counselor" in today's culture has a legal connotation of a professional that has been educated and trained to handle counseling in high risk situations. The liability that comes with such a title leaves us open to lawsuits in the event that a high risk situation occurs and is not handled by a professional. The Expectations and Requirements of a Cabin Leader, previously known as "counselor", are outlined below.
- Any High Risk Situations will be referred to the Executive Director, the Program Manager and the Registered Nurse on call for the given week.

## EXPECTATIONS OF A CABIN LEADER

- Cabin Leaders are **REQUIRED** to attend a Camp Workers Training Class **PRIOR** to any involvement at Verdugo Pines Bible Camp. These classes are held during the year and within 90 days before the camp season.
- Cabin Leaders will receive a Camp Workers Training Handbook. You are responsible for reading this handbook, being familiar with and in agreement with its terms and conditions.
- Cabin Leaders may be required to arrive at camp the afternoon before the campers arrive. Please anticipate this and plan accordingly.
- Managers may request Counselors to participate in some information meetings prior to camp. Please try to attend as many sessions as possible.
- Verdugo Pines Bible Camp requires the work of volunteers in order to have a successful program. Thank you for considering working at this camp. You are an important and vital part of the program. Thank you.

# QUALIFICATIONS FOR BEING A CABIN LEADER

## CABIN LEADER PERSONAL QUALIFICATIONS;

- Should have an "active and successful inner life", that is, there must be activity in prayer, growing in the Word of God, the ways of God, and be a bright witness.
- Should be in happy fellowship with his/her local church
- Desire to see souls brought to the Lord and to see Christians grow in their spiritual life.
- Understands the needs and motivation of the various age levels.
- Is an example in clean body habits, pure minds, and high morals.

## CABIN LEADER AGE REQUIREMENTS;

- ALL BOYS / ALL GIRLS CAMP..... 18 years or older
- JUNIOR CAMPS ..... 18 years or older
- TEEN CAMPS ..... 20 years or older
- SENIOR CAMPS ..... 21 years or older

## THE RESPONSIBLE CABIN LEADER;

- TO CREATES THE NECESSARY INVOLVEMENT WITH THEIR CAMPERS TO TEACH THEM IN THE FOLLOWING AREAS TO HELP THE CAMP MEET ITS GOALS AND AIMS FOR THE CAMPER.

## THE AIMS OF VERDUGO PINES BIBLE CAMP:

### ***SPIRITUALLY***

- TO LEAD THE UNSAVED CAMPERS TO AN UNDER- STANDING OF SALVATION.
- TO WORK TOWARD PERMANENT SPIRITUAL GROWTH, THROUGH WHOLESOME AND WORTHWHILE ACTIVITIES AND ONE ON ONE INVOLVEMENT WITH THE CAMPER.
- TO HELP DEVELOP AN INTEREST IN THE WORD OF GOD AND ENCOURAGE CAMPER IN CHRISTIAN SERVICE AND LEADERSHIP.

### ***PHYSICALLY***

- TO DEVELOP A SOUND, HEALTHY BODY, TO ENCOURAGE GOOD HEALTH HABITS AND AN APPRECIATION OF THE OUTDOORS.

### ***SOCIALLY***

- TO PROVIDE A PROGRAM THAT IS MENTALLY CHALLENGING, GEARED TO THE INTERESTS OF THE AGE GROUP AT CAMP; THROUGH CRAFTS, ACTIVITIES, CAMP SPEAKER AND COUNSELOR DEVOTIONS.

### ***EMOTIONALLY***

- TO HELP CAMPERS DEVELOP GOOD ATTITUDES TOWARDS LIFE, OTHERS AND THE LORD.
- AS A CABIN LEADER, DISCIPLINE BECOMES A VERY IMPORTANT PART OF YOUR RESPONSIBILITY. FINDING THE BALANCE IS NOT ALWAYS EASY. OVER DISCIPLINE CAN LEAD TO PROBLEMS OF REBELLION AND BAD PUBLICITY FOR THE CAMP. TOO LITTLE DISCIPLINE CAN LEAD TO A RUN AWAY SITUATION THAT IS DIFFICULT TO BRING UNDER CONTROL. IN THIS AREA ATTITUDES SPEAK LOUDER THAN WORDS.

# GENERAL RESPONSIBILITIES OF THE CABIN LEADER

Responsibilities of the camp Cabin Leader previously known as “the counselor” are outlined below. These are general in nature, governing both activity and attitude. Specific duties may also be assigned by the Camp Director which would complement this list.

## PRE-CAMP

1. Read designated books from the suggest reading list in the manual. These books are available through the Camp Manager.
2. Prepare yourself spiritually for the time you will be at camp with the campers.
3. Be accessible to the Camp Manager for meetings and specific program planning.
4. Familiarize yourself with the material presented in this Training Manuel.

## CAMP

1. Spend time alone with the Lord every day.
2. Welcome campers as they arrive and introduce them to the facilities, rules, other people, leaders, etc.
3. Meet the camper's parents, and invite them in to see the facilities, be prepared to answer the questions they may have.
4. Be familiar with and obey all camp rules: questions or disagreements should be discussed privately with the Camp Manager.
5. Be available to all the campers.
6. Be sensitive to the physical, social and spiritual needs of your cabin group.
7. Find time to talk personally with each camper and give them the opportunity to discuss spiritual needs and make spiritual decision.
8. Be ready to take advantage of counseling situations, such as homesickness, and make them "teachable moments".
9. Be part of your cabin group without being one of them. Campers must see the Cabin Leader as their friend, but also their authority.
10. Be patient, loving and kind.
11. Consider the well-being of your campers before your own personal desires.
12. Take responsibility for the conduct and safety of your campers.
13. Lead the devotions, prayer and other times of sharing among your cabin group.
14. Make sure campers are appropriately and modestly dressed.
15. Encourage personal and cabin cleanliness. Work along with the campers in cabin cleanup.
16. Be familiar with the schedule of activities and special events.
17. Be willing to participate in all campers activities.
18. Fill out camper cards provided by the Camp Manager.
19. On the closing day, help campers pack their luggage so that no items are forgotten. Greet parents and answer any questions they may have. Do not deceive parents.
20. If their child was difficult, give an honest evaluation in a loving way.
21. Be willing to accept special duties and responsibilities as assigned by the Camp Manager.
22. No Cabin Leader is to leave any camper unsupervised after dark.



## **POST-CAMP**

1. Be prepared to stay until your campers have departed, or until dismissed by the Camp Manager.
2. Assist the camp in follow-up activity, described in Section VI.
3. Maintain correspondence with your campers, especially those that may need special attention or encouragement.

## **WORKING AGREEMENT**

1. There is No formal contract that binds the Cabin Leader in the camp program at Verdugo Pines Bible Camp. However, the Cabin Leader should understand their status as an "employee" of the camp.
2. The Cabin Leader receives no monetary compensation for their work. They are responsible for their own transportation to and from camp. Their agreement to work at camp implies that they will attempt to carry out their assigned responsibilities, and that they will submit to the authority of the Camp Manager.
3. On the other hand, the camp provides room and board for the Cabin Leader. They are covered by accident insurance at camp. In addition, it is the responsibility of the camp to foster the physical and spiritual welfare of the Cabin Leader as well as the camper.

# PERSONALITY & PROFILE OF A CAMPER

The following chapters provide you with a personality profile of the young person with whom you will be working. The physical, mental, social, emotional, and spiritual attributes of the young person are discussed in order that the Cabin Leader may deal more effectively in various advisory situations. It is important to remember that the outline is for the typical child, and many children will not be typical in all areas. Discernment is required with the help of the Lord.

## THE CAMPERS HUMAN NEEDS

Every human being has five basic needs. They are:

1. **RECOGNITION** - in the form of attention, praise and prestige as a member of a group. If a counselor is not successful in obtaining for the camper the above in a positive form, there will be a negative expression on the part of the youngster to obtain the same.
2. **NEW EXPERIENCES** - in the form of adventure, change and variety. The human attention is very short. It is lengthened by discipline (which most youngsters have not yet cultivated) or by means of variety. The staff must remember that camp is for the campers.
3. **AFFECTION** - in the form of understanding and love; hopefully team or group unity will help meet this need while at camp.
4. **POWER** - in the form of achievement or success. We should recognize not only physical ability on the playing field and in the pool, but also provide public recognition for Bible memorization, neatness, handcraft efforts, nature project, good behavior, etc.
5. **SECURITY** - in the form of protection, confidence and safety. We must assure that the camper is wanted by the camp staff and group. Many children away from home environment, school, etc., are very insecure. This will encourage homesickness even if the home situation is undesirable.

# CHARACTERISTICS OF ELEMENTARY AGE CAMPERS

## PHYSICAL

The elementary age child is a bundle of energy. He is very active and just loves to do things. He doesn't walk from place to place - he runs. "DO" is the word for this age group. He is strong and healthy at this age and the susceptibility of early Childhood is passing. The smaller muscles are developing. He still needs proper food, rest and supervision. The growth rate is slowed and he *is* beginning to fill out. Girls at this age are sometimes taller than the boys. He really loves the out of doors and doesn't like to feel penned in. He likes the difficult and competitive and notices the accomplishments of others. If he is interested enough, and challenged he will practice constantly to accomplish his goal.

## MENTAL

At this stage he has many interests. He is inquisitive, wanting to know "why" and what makes things tick. He likes to read; he enjoys history and geography and is developing a great interest in facts. His ability to memorize is very short and he has a great capacity for retention.

This is an age of realism and he enjoys real life stories.

He is able to draw general conclusions and is beginning to note relationships. At times He can be quick to jump to conclusions so care must be exercised to point out all sides to him. His attention span is lengthening and can be from 20-40 minutes.

## SOCIAL AND EMOTIONAL

He can accept; some responsibility, but he does not like authority over him. He is striving to become more independent BUT he does respect authority and wants limits. The gang stage is present here and the leadership within the gang shifts according to the activity. His friends are sought out from within his own age group and his own sex.

Within the past few years, the elementary age has been paying more attention to the opposite sex. A youngster may be seen who is quite interested in the opposite sex. For the most part, however, there still exists a good-natured antagonism between boys and girls.

The elementary age camper is very proud of any newly acquired skills and lacks patience with a younger child who cannot do as he can. Teamwork is important and so are contests. They are hero worshippers now, but they are also very conscious of their own abilities and enjoy telling about past deeds and exploits. Fairness and honesty are concerns and they usually give in proportion to what they receive. Any recognition that they can elicit from you is gratifying. Their frankness may sometimes surprise you. Be alert to discern the truth in what they tell, as exaggeration can be very common.

Emotionally they have just a few fears at this age but the present day pressures are ever increasing. As the pressures have increased their effects can be experienced in some of the distorted and disrupted lives you may find, even in this age. Knowing the environmental background of your campers will aid you in your counsel. Quick temper is a problem; they may flare up in a moment's notice. A well-developed sense of humor characterizes this group and adds to the delightfulness of working with them.

## SPIRITUAL

It is very difficult to distinguish spiritual characteristics from the others; the spiritual area of a person's life cannot be divorced from the other aspects. A few facts may be helpful. An elementary age camper can understand Bible doctrine now and knows what sin and salvation are. In fact, this is one of the peak ages for commitments to Christ. He doesn't completely grasp symbolism, nor does he really appreciate it. Object lessons should be selected carefully, or he will never get the point.

He will raise real and pertinent questions about Christianity. Your answers should be truthful and scripturally based. If you do not know the answers admit it and attempt to find out. He needs Biblical principles on which to base his actions. Avoid emotional appeals in presenting Christ to this age group.

# CHARACTERISTICS OF THE JUNIOR HIGH CAMPER

## PHYSICAL

This is a period of rapid and sometimes uneven growth where the camper has an abundance of energy. He may appear to be as strong (and sometimes as big) as the adult, but as awkward as a new born colt. The junior high camper feels increased energy and strength, but hates to admit that he is tired or that he should slow his pace. Girls are physically ahead of the boys. This is the time of puberty and there are definite changes taking place in both sexes.

## MENTAL

At this time the Junior High camper is nearing the adult level of mental capacity. There is a greater ability to exercise reason and judgment, and he will do so if given the proper conditions and opportunity. He likes to use his imagination and investigate. If real life is lacking or dissatisfying, he can retreat into a world of fantasy and somewhat satisfy his needs. He is alert and delights in competition. Quizzes and the opportunity to grapple with thought problems can be a real challenge to him now.

He verbalizes his likes and dislikes very adamantly. This, however, is generally balanced with a good sense of humor.

## SOCIAL

This adolescent seems to become more preoccupied with social activities the older he becomes. The younger teen likes team or gang activities, while the ninth grader is more interested in social contacts and parties and resents the younger teenager. There are many adjustments to make at this time, and the problems that arise seem to dominate his entire life and affect everything that he does. Studies in school may falter during this period as these other interests take precedence.

Both boys and girls now have more interest in one another and there is increasing dating and going steady with this group age. Group activities are still popular. In addition, the junior high camper feels less conspicuous and more comfortable or safe in this situation. Clowning around and showing off is a very normal process for him.

He has a strong desire to be treated as an "adult" and not as a child. Adult restraints are cast aside, or at least he attempts to cast them aside. The desire of an individual is strong and any type of control by adults or exercise of authority may be resented or resisted.

## EMOTIONAL

This is a trying time and one of upheaval. Frustration, new and uncontrolled emotions, impulsiveness, uncertainty all these characterize the young adolescent. He is unpredictable. This is all involved in his thrust for independence. He finds it difficult to make the transition from childhood to adolescence, and he lacks confidence. Acceptance is very important, particularly with his own peer group, but the opinion of adults counts too. Because of his uncertainty he sometimes is willing to try just about anything. Much of this is due to the fact that he may not know what he really wants. His outward emotions or reactions may be the opposite of what he's really feeling. He seeks to shield his true feelings.

## SPIRITUAL

This can be a time of spiritual awakening as well as a time of doubts. All questions should be dealt with honestly and scripturally. Let him ask questions and help him answer them. His spiritual development will depend upon his church background, Bible knowledge and comprehension. This is another age in which many make decisions for Christ, but the appeal must not be made on the basis of emotion. All Bible study must be relevant and directed toward his needs.

He can derive satisfaction from the Scriptures and from a time of personal study. Some of the newer versions make this a much more meaningful experience and it is the wise counselor who goes prepared with several good versions of the Bible. Prayer will be a very personal and self-directed at this time, but he can learn to be concerned for others.

Through great and important doctrines of the Christian faith. Dogmatism is disliked in others, but he will appreciate and accept the authority of the Scriptures if you honestly deal with his doubts. The faith of another Christian can have a stabilizing influence on him. The high school camper needs to have an active and expressive faith. Motivate and utilize him in Christian service or he may be lost to Christian service in the future.

# CHARACTERISTICS OF THE HIGH SCHOOL CAMPER

## **PHYSICAL**

For most high school campers, this is the time of reaching physical maturity. They abound in energy. Their coordination is being refined. They are mature sexually.

## **MENTAL**

The high school camper wants reasons when you ask him to do or believe something. He questions constantly and has reached the peak of his ability to learn. He thinks logically, he investigates, evaluates and wants to make his own decisions. Arguments are common, as he likes to think that he has the last word and is right. Because he is so close to adulthood, the drive for independence is very evident and the sense of being capable of handling his own affairs is prominent. Vocational interest is one of his major concerns, as school and home is pressing him for a decision in order to guide and direct his future schooling. Imagination is vivid but he is concerned with reality.

## **SOCIAL**

The social area is often one of the most important in his life and he must be accepted by the right people, club or clique, or is world crumbles. Often he sacrifices his own values in order to be accepted. Going steady is very common and provides security. The area of sex poses many problems and most high school students have conflicts over the extent of their sexual behavior. Even those with strong moral standards have difficulty controlling his impulse. Boy-girl relationships sometimes dominate and control every area of his life, including his involvement in the church.

## **EMOTIONAL**

Emotions are still intense and fluctuating, but the high school student is beginning to be more stable and dependable. He is sensitive and may keep his feelings to himself. His needs range from security to thrills, and he is aware of how he appears and feels. The future offers some uncertainty as he must consider many possibilities.

## **SPIRITUAL**

This can be a time of spiritual conflicts and doubts, but it can also be a time when there is a warm, personal faith. It is a period when many drop away from church because of the influence of friends or the lack of well-developed faith, or perhaps the church fails to reach through the great and important doctrines of the Christian faith. Dogmatism is disliked in others, but he will appreciate and accept the authority of the Scriptures if you honestly deal with his doubts. The faith of another Christian can have a stabilizing influence on him. The high school camper needs to have an active and expressive faith. Motivate and utilize him in Christian service or he may be lost to Christian service in the future.

# GUIDELINE FOR DEVOTIONS

The cabin leader has the responsibility of leading a devotional time with his campers. The following guidelines are given to assist the cabin leader in preparing for this activity.

## A. PURPOSE OF DEVOTIONS

1. To encourage a habit of spending time with the Lord before the day begins and at the day's conclusion.
2. To become acquainted with the spiritual needs of the campers through their responses.
3. To acquaint campers with the truths of Scripture.
4. To reinforce the things learned during the day in the camper's experience and in the lessons taught by the speaker.
5. To guide campers into ways of studying the Bible on their own.
6. To teach campers how to pray through the counselor's example and their own participation.
7. To plant and water the seed of the Word in hope of the camper's salvation.

## B. GENERAL SUGGESTIONS FOR CONDUCTING DEVOTIONS.

1. The devotional time can be one of real intimacy and blessing, or it can be a shambles. Prepare on your knees, asking God to guide you and to defeat Satan's attempts to disrupt this important time with your campers.
2. Get to know your group.
  - a. Get acquainted as quickly as possible so you will know each camper's needs and how to help him.
  - b. On Sunday afternoon or evening, or during the day Monday, use a questionnaire containing the following: Name, Address, Birthday, Church attending - and do parents go.
  - c. What does being saved mean to you? -What is a Christian?  
These questions can be asked orally to campers, later recording the answers.
3. Use this information as a basis for personal contacts during the week.
4. Gather the campers around you informally, but where you have eye contact with each one; nobody on top bunks; no other activities.
5. Talk with campers, not at them. Don't preach - just let God love them through you.
6. Try to involve campers in discussion, but keep control of the topic if it goes astray. Don't react quickly in disapproval to anything they may say, even if it shocks you.
7. Ask leading questions and have campers find the answers in Scripture. Go slowly; remember that some have no idea of the order of the books of the Bible.
8. Have only one or two specific points. Bring them out several times, especially at the end.
9. One night, or part of it, might be spent in asking older campers to write down their one big problem in life. This will give the counselor conversational openings for private talks with campers.
10. Be prepared beforehand with your aims and topics, but also be ready to abandon them if they do not seem to be appropriate for the current situation. Remember, this is not just another "lesson time" and can be adjusted to the needs of your group. You may find that what you carefully prepared at home just is not suitable, and what you have learned in your spiritual life time will have to be drawn upon instead.
11. Be enthused and interested in what you are doing; a sense of humor helps.
12. Occasionally during the day, bring up what was discussed during devotions as it applies practically.

### **C. SPECIFIC GUIDELINES FOR CONDUCTING DEVOTIONS - - Younger Campers.**

1. This depends so much on the needs of the group. If most are not saved, salvation should be stressed.

2. First younger campers will need plenty of time to find the place in their own Bible. Read the passage aloud, having them follow along. It is better to read it to them, as some are poor readers, pronunciation is a problem, and the idea may be lost as they flounder.

3. At the close of a vigorous day, tired campers are not ready to sit very long. Ten to fifteen minutes and one strong point usually is all they can absorb. Suggest they think upon your main point as they go to sleep.

4. Topics: Elaborate on or review the evening's lesson by the speaker.

1. Use simple stories or illustrations from the Word, including salvation.
2. Ask questions, to be sure they understood what was taught.
3. Talk about; basic Bible truths and doctrines.

Begin with the problem of sin. If they don't know they have a problem, they don't need a solution.

1. The problem of sin
2. The holiness of God
3. The work of Christ.
4. The deity of Christ.
5. The Trinity
6. Prayer
7. The second coming.
8. Our walk, getting right with God. Your own testimony, including specific Scriptures, and illustrations of how others were saved
  - the convictions of sin,
  - the need for forgiveness and rescue from hell,
  - the turning to God through Christ alone,
  - Coming just as you are with nothing to offer, etc.

It is best not to ask for a testimony of your campers unless you know one quite well and are sure that this will be of help to the others. Often this is not well done and detracts from your message.

5. Begin and end with a time of prayer.

## D. SPECIFIC GUIDELINES FOR CONDUCTING DEVOTIONS -- Older Campers.

1. Again, much depends upon your group. Some may be total strangers to the grace of God. Others may have been saved for years and be bored with going over salvation again. If you have a mixed group, you also have a real challenge. You might enlist the cooperation of those already saved in reaching the Un-Saved by their loving concern for them.

2. Discussion of salvation is sometimes necessary.

The sinner's status before a holy God needs to be made clear, for without the deep conviction of sin, there will be a shallow conversion and life. Some helpful verses:

Isaiah 6:1-5, 55:1-3, 64:6-7 Romans 3:19, 20, 23

John 3:19-21, 36, 1:12 Ephesians 2:1-9

3. For the more mature ones you could teach basic Bible truths and doctrines:

- The value of the blood of Christ
- The greatness of God - justice and mercy
- Works vs. grace Deity of Christ
- Daily confession of sin and our walk before and with the Lord.
- The ministry of the Holy Spirit Prayer
- Bible Study
- Telling others.

4. If the group has many who are from assemblies and/or have been to camp often, a verse-by-verse book study might be good:

- *I Timothy Ephesians*
- *II Timothy Philippians Hebrews Colossians Galatians I John*

Again, involve the campers in discussion. Ask questions to cause them to think and to look into Scriptures for the answers. Have them write down their thoughts or *questions*, or maybe an outline.

5. Alternate Method:

- a. On the first day, have them write in their notebook questions like:
  - What does this passage teach you about God and/or Christ?
  - Is there a promise to claim?
  - Is there an example to follow?
  - Is there a command to obey?
  - Is there something to pray about?
  - What is the MOST important thing to remember?
- b. Each evening have them read the passage silently and write the answers down.
- c. Following this, discuss the answers orally.
- d. The next day, ask them if they remember what they wrote.
- e. This gives campers a chance to establish habits which will be helpful to them when they return home.
- f. Psalms are especially good for this type of study.



# GUIDELINES FOR PRAYER

It is important to have a time of prayer daily with the campers. This may be done in conjunction with the daily devotions, or it may be a time set aside particularly for the purpose of prayer. The following guidelines are suggested:

1. A prayer time depends on the spiritual maturity of the group, and the amount of experience they have had in praying aloud.
2. It is not a good practice to ask a camper to pray at the beginning of the week, unless the camper has agreed to in advance.
3. When the counselor prays, statements should be with short sentences, familiar words and brevity.
4. Ask for prayer requests from the group. Encourage brief requests about each other and about things at camp. Also help the campers recall things for which they can give praise and thanks to God.
5. The willingness of the camper to pray aloud often increases as the week progresses. Be sure to encourage such willingness.
6. Be careful not to embarrass campers who do not wish to pray aloud. The idea of going around in a circle should be avoided unless all are in the habit of participating.
7. Avoid preaching at the campers in your prayers.

# GUIDE TO SUPERVISION OF A QUIET TIME

A daily "quiet time" may be scheduled. It is not intended to be another devotional time, but should be a time when campers may read the Scriptures on their own. The intent of a quiet time is to encourage the camper to continue the habit of searching the Scriptures after he returns home. The following guidelines are suggested:

1. On Monday morning, you should give careful instruction on:
  - a. The importance of having Quiet Time - why we do it.
  - b. The nature of a Quiet Time - how we actually conduct a Quiet Time. Be specific.
2. For those completely new to reading a Bible at all and for younger campers, this can be a difficult experience. Give them a specific passage of Scripture to read and have them write in their notebooks three or four thoughts they got from their reading. Checking their writings later will give you insight into their spiritual understanding and enable you to help them better.

Suggested passages:

- a. Exodus 3:1-12
  - b. Psalms 1, 4, 19, 27, 103, 146, 119:9-16
  - c. Matthew 8:23-27, 9:1-8
  - d. Mark 6:30-44, 45-55
  - e. Luke 2:41-50
  - f. John 14:1-11, 19:16-30, 20:24-31
  - g. Acts 1:1-11
  - h. James 3:3-13
3. Be available to guide and answer questions during the week.
  4. Remember - this is not another time for you to teach or speak to the campers. Rather, they should get into the habit of letting God speak to them through His Word.
  5. At the end of the week, encourage your callipers to continue having a time set aside for meditation and reading, and to record their thoughts in a small notebook. Show them yours as an example.

# GUIDELINES FOR DISCIPLINE

The purpose of discipline is basically to teach. Many problems normally encountered at camp can be handled by means other than punishment. Examples of this type of discipline include:

1. Casual conversation
2. Personal conference
3. Carefully applied peer pressure
4. Group discussion
5. Prayer

ALWAYS filter any disciplinary action through the Camp Policies. Child Abuse, Sexual Harassment, Search & Seizure, Etc.

Certain situations at camp require that discipline be administered. This should never be done in haste of anger. The Camp Director is to be made aware of the situation, and has the authority to recommend and administer discipline.

Possible forms of discipline may include:

1. The depriving of privileges (games, activities, free time)
2. Cooling off period.
3. In extreme cases, campers may be sent home.

This might occur in cases where misbehavior restricts the enjoyment of camp by others.

The following guidelines apply in the administration of punishment:

1. The one who executes the discipline must be calm, patient and fair.
2. The reasons for discipline must be understood by the camper.
3. Discipline should immediately follow the offense.
4. An attempt should be made to understand the motives behind the offense.
5. Legitimate accidents and mistakes should not be punished.
6. Discipline must be consistent.
7. Threats of discipline are to be avoided. Let the young people know what the rules are, and what the discipline might be, and then follow through on your word.
8. A group is never to be punished for the actions of all individual.
9. Maintain a loving attitude toward even the most troublesome campers. They need all the more to experience the love of God through the camp.
10. Where possible, Discipline should be administered privately.

# MAINTAINING CAMPER HEALTH

The camp has the responsibility to maintain the physical well-being of the camper. The counselor must take most of this responsibility since he is the one that has the closest contact with the camper. Some guidelines to follow:

1. Situations that may cause accidents must be avoided. Dangerous behavior is not to be tolerated.
2. Campers should be encouraged to maintain good health so that camp might be enjoyed to the fullest. The following conditions should be considered for treatment, and no complaint should be ignored sunburn headaches cuts rash nausea sprains poison ivy diarrhea colds insect bites constipation fever
3. Contagious disease should be isolated where possible.
4. The counselor should encourage each camper to observe good habits of hygiene, including cleanliness, care of teeth, and proper food and rest.
5. Homesickness is a problem that often manifests itself in physical problems. This situation must be handled in a loving way, without ridicule. Returning home' should be discouraged.
6. The nurse is available to handle most problems of health that arise at camp. Those that require special attention will be referred to the hospital.
7. The nurse's office is usually open after breakfast, before lunch, during the afternoon, and after dinner. Visits to the nurse's office should be discouraged in the early morning hours, during chapel, after the evening activities, and during the night, except in cases of emergencies.
8. All medications MUST be turned into the nurse who will dispense them usually during mealtimes.
9. Because of the high altitude, low humidity, and moderate activity of the campers, all campers and counselors are encouraged to drink plenty of fluids. Encourage campers to drink two or three glasses of water or juice at each meal.

# CABIN LEADERSHIP TIPS & SUGGESTIONS

The question is not whether you will LEAD, but what kind of LEADER you will be. Here are some helpful steps:

## **1. Contact**

Be sensitive to the camper who is trying to make a contact with you. They may be in your cabin or activity class. They may use several testing techniques. They may use a "third person" approach to save face. They may test your reactions to see if you will understand and not condemn.

## **2. Listen**

Listen, listen, and listen to what the camper says and how he says it. Listen for what they omit. Listen for their feelings. Listen for distortions. Listen for what they select to tell you. Listen for any emotional overtones. They are telling you many things in addition to their words. Reflect, clarify, and summarize what they are saying. This will help them define their problem so they can see it more objectively.

## **3. Insight**

Your job is not to solve the camper's problems, but to help him gain insight so he can find the solutions. Guidance is not dishing out advice, pray that the Holy Spirit will give your camper insight and make him ready to change. Timing is crucial. After the camper understands the problem, direct him to a verse of Scripture which is relevant to his problem. Then guide him into seeing for himself a possible course of action, rather than telling him what to do.

## **4. Follow-up**

Encourage the camper to believe that, with God's wisdom and power, they can solve their problem. This encouragement can begin at camp and continue as you keep in touch with them during the year.

Remember: Guidance is a process of solving problems **With** people. **Not** for them.

## **More Helpful Hints**

1. Identify with your camper who has the problem, but do not become emotionally involved in his problem.
2. Be shockproof. You can disagree with what he does, but do not reject him. (John 8:11)
3. Keep confidences. What your camper has told you "in confidence" is not yours to share - not even to get others to pray about it. *(Exception: Unless camper plans to harm themselves or others.)*
4. Don't jump to conclusions as soon as a camper begins to talk. Be careful not to treat his surface problems, Get to the root of the real problem.
5. Be careful not to identify with one side of the situation.
6. Be available to campers and approachable.

**REMEMBER:** Your own example teaches much. Your camper wants to see the Christian life demonstrated. Does it really work? Many campers' problems are rooted in the inconsistencies they see in adult's lives.

The camper wants to see if you are genuine. Will he find authenticity in you?

# CAMPER FOLLOW-UP

## 1. WHY IS IT NECESSARY?

- A. Jesus said, "Go therefore and make disciples of all nations, baptizing...teaching them to observe all I commanded you: and lo, I am with you always, even to the end of the age." Matthew 28:19-20. Making disciples takes more than one week at camp.
- B. Paul's Example: "And when they had preached the gospel to that city, and had taught many, they returned again to Lystra, and to Iconium, and Antioch, confirming the souls of the disciples, and exhorting them to continue in the faith" Acts 14:21
- C. God's Salvation: Becoming a Christian isn't a one week effort. It is more than just a decision, it is a life. New babes *in* Christ need food, encouragement and assistance.

Here at Verdugo Pines Bible Camp, we are trying to adhere to these above truths. The camp program is not planned just for one week, but for a year... and beyond. We want to encourage you as a counselor to have that vision, that appreciation of the potential of your vital ministry that counseling is more than a one week commitment to kids, it goes beyond.

The need for camper follow-up is epitomized in the following statement by a Christian camping leader: "The ultimate test is not so much what happened Friday night in July around a campfire, but what is happening in December when the fire circle may be buried under three feet of snow."

## 2. WHO GETS FOLLOWED UP?

- A. Those who have become Christians during a camp session.
- B. Those who have received assurance of their salvation.
- C. Those who would benefit from the literature, be they saved or not, perhaps especially those from non-Christian backgrounds.
- D. Perhaps the seemingly more mature Christian camper in your cabin may be the one who most desperately needs your attention after camp is over.

## 3: WHEN AND HOW DO YOU FOLLOW UP?

### A. At camp

- 1. When the camper professed to trust the Lord as Savior or receives assurance of salvation, review, with an open Bible, the decision made to ascertain the clarity of the child's understanding.
- 2. Fill out the follow-up card and return it to the Camp Manager.
- 3. Using the appropriate material, encourage the camper to begin tackling a certain course of study. Do that within the day. Do it on an individual basis. Be prepared to give them the help they need.
- 4. Appropriate helps:
  - a. What the Bible Teaches (Emmaus)
  - b. Savior, Teach Me
  - c. Golden Keys
  - d. Lessons on Assurance
  - e. Other books on various topics for Christian campers.
  - f. Make sure your campers have Bibles.

## B. Beyond Camp

1. Keep in touch with your campers via letter and seasonal cards.
2. Try to arrange a fall outing (while camp is still fresh on their minds) and a spring (not so fresh, perhaps needing encouragement to return) outing with your campers. Don't be discouraged if because of geography or schedule you can get only 3-5 campers together (and perhaps their friends). You want to be interested in quality conversation, so numbers are not paramount.
3. Roundups or camp rallies, generally held in the spring in different areas to promote the camp form another bridge between one summer and the next. Your participation in these, or at least one, is vital, especially for your campers.
4. Bible Study. Verdugo Pines wants increasingly to establish Camp worker-led Bible studies among interested campers and their friends. Would he be prepared to head up such an effort? Small group dynamics can be so effective in teaching and training.

## 4. LOCAL CHURCH FOLLOW-UP

- A. The Christian camp is designed to be an effective, unique branch of the local church. It must not be operated as a separate entity but must work to integrate its programming with that of the local church.
- B. Verdugo *Pines* makes an effort to channel these campers on the follow-up program into evangelical church outreaches, be they Sunday School or clubs. Hopefully youth leaders *in* the various assemblies *will* act on the names and information sent to them by the camp.
- C. The counselor must make every effort to direct his campers to an outreach where they will continue to get Bible training. This is crucial. Our efforts at camp are, at the best, sporadic. The local church can offer a more consistent and personal teaching in the other 51 weeks of the year.

## 5. THE CAMP AND FOLLOW-UP

- A. We will be sending out on a semi-regular basis a newsletter to campers in the attempt to keep campers camp-conscious as well as to share a few truths from the Scriptures.
- B. We will send you whatever helps or information you need in the ministry of follow-up.
- C. **We hope to send each camper a birthday card and perhaps a Christmas card.** Should you want to mail these individually to your campers, please contact the Secretary of the Board of Directors, or mail your request to camp.







# Camp Workers Training Packet

## CHILD ABUSE

Guidelines and Recommendations for the prevention of Child Abuse

In an effort to preserve the camp, staff and ministry from undue and unfounded accusations regarding inappropriate moral behavior, and in light of society's preoccupation with homosexual lifestyles, the following guidelines must be observed:

### 1. IN RELATION TO CAMPER WITH COUNSELOR/STAFF –

- a. The counselor/staffer, during daylight hours when engaging in one-to-one conversation with a camper, will be in a public place and not in the confines of a cabin.
- b. Be discreet in your discussions with campers. Also remember when you are talking with other adults that your conversations might be overheard by a camper. BE DISCREET in topics of conversation.
- c. If a counselor/staffer wishes to visit a camper who is alone in the cabin or the infirmary in the evening hours, he will do so only when accompanied by supervisory personnel.
- d. A male counselor/staffer should not isolate himself with an individual female. Likewise, a female counselor/staffer should not isolate herself with an individual male.
- e. In case a female camper needs to be transported, at least one female adult should accompany her. When a male camper needs to be transported, at least one male should accompany him.
- f. Cabins and bathrooms are off-limits to members of the opposite sex. Male campers/staffers will not enter girls' cabin, and female campers/staffers will not enter boys' cabins.
- g. Take showers in private. Counselors should not use the showers while campers are bathing.
- h. Be discreet when dressing in the cabins. Turn your back to the campers. Do not walk around the cabin disrobed.
- i. Refrain from behavior that could be interpreted as "sexual" in nature (i.e. kissing campers, fondling, inappropriate touching, or inappropriate disrobing). More harmless touching (i.e. hugging, back rubbing, and sitting on the lap) is considered inappropriate at camp.
- j. Counselors/staffers need to set the example by refraining from physical contact and public displays of affection. (PDA)
- k. Refrain from showing pictures which can be considered sexual in nature.
- l. Never hit a camper. Physical restraint can be used if necessary, but do not hit.
- m. Counselors/staffers and weekly program directors will not administer corporal punishment. Discipline of campers will be achieved by other means (i.e. "assertive discipline", time-out, restriction, etc.) and then only by the program manager or his designee.

### 2. IN RELATION TO CAMPER WITH CAMPER –

- a. The counselor should be constantly aware of any inappropriate expressive behavior between any two campers under his/her supervision.
- b. Cabin groups will be discouraged from any skit, jokes, or costuming which purposes to assume the appearance of the opposite sex.

**REPORT ANY SUSPICIONS, OBSERVATIONS, OR PROBLEMS TO THE WEEKLY CAMP MANAGER. DOCUMENT ANY PROBLEMS OR SITUATIONS THAT ARE QUESTIONABLE OR COULD RESULT IN CHARGES BEING LEVELED LATER ON.**

I, \_\_\_\_\_, am in full understanding and agreement of the above guidelines. I recognize them as an addendum to the basic policies set forth in the current camp policy manuals of Verdugo Pines Bible Camp. I also understand that this constitutes a part of my signed contract with Verdugo Pines Bible Camp.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Cut and Remove. Sign and submit to Verdugo Pines Bible Camp.



# Camp Workers Training Packet

## CAMP WORKERS AGREEMENT and BACKGROUND CHECK PERMISSION

I, \_\_\_\_\_ have RECEIVED, UNDERSTAND and am in AGREEMENT of the guidelines and policies as stated in the Verdugo Pines Bible Camps "Camp Workers Training Packet". I understand that in signing this document I agree to abide by these policies. I also understand by signing this document, I am giving Verdugo Pines Bible Camp permission to do a criminal background check on me for the safety and protection of the campers and staff. I recognize that this is legal document and contract with Verdugo Pines Bible Camp.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE PRINT –**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY / STATE / ZIP \_\_\_\_\_

PHONE NUMBERS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

BIRTH DATE \_\_\_\_\_

Cut and Remove. Sign and submit to Verdugo Pines Bible Camp.